

**ALL ITEMS FOR CONSIDERATION BY THE CITY COUNCIL AND GOVERNING BODY OF THE SUCCESSOR AGENCY TO THE COMMERCE COMMUNITY DEVELOPMENT COMMISSION ARE AVAILABLE FOR PUBLIC VIEWING IN THE OFFICE OF THE CITY CLERK/SECRETARY AND THE CENTRAL LIBRARY**

**Agendas and other writings that will be distributed to the Councilmembers/Board Members in connection with a matter subject to discussion or consideration at this meeting and that are not exempt from disclosure under the Public Records Act, Government Code Sections 6253.5, 6254, 6254.3, 6254.7, 6254.15, 6254.16, or 6254.22, are available for inspection following the posting of this agenda in the City Clerk/Secretary's Office, at Commerce City Hall, 2535 Commerce Way, Commerce, California, and the Central Library, 5655 Jillson Street, Commerce, California, or at the time of the meeting at the location indicated below.**

**AGENDA FOR THE CONCURRENT REGULAR MEETINGS OF THE CITY COUNCIL OF THE CITY OF COMMERCE AND THE GOVERNING BODY OF THE SUCCESSOR AGENCY TO THE COMMERCE COMMUNITY DEVELOPMENT COMMISSION (HEREINAFTER "SUCCESSOR AGENCY")**

**COUNCIL CHAMBERS  
5655 JILLSON STREET, COMMERCE, CALIFORNIA**

**TUESDAY, FEBRUARY 5, 2013 – 6:30 P.M.**

**CALL TO ORDER**

Mayor/Chairperson Leon

**PLEDGE OF ALLEGIANCE**

Claude McFerguson,  
Director of Transportation

**INVOCATION**

Councilmember/Board Member Robles

**ROLL CALL**

City Clerk/Secretary Olivieri

**APPEARANCES AND PRESENTATIONS**

**PUBLIC COMMENT**

**Citizens wishing to address the City Council and Successor Agency on any item on the agenda or on any matter not on the agenda may do so at this time. However, State law (Government Code Section 54950 et seq.) prohibits the City Council/Successor Agency from acting upon any item not contained on the agenda posted 72 hours before a regular meeting and 24 hours before a special meeting. Upon request, the City Council/Successor Agency may, in their discretion, allow citizen participation on a specific item on the agenda at the time the item is considered by the City Council/Successor Agency. Request to address City Council/Successor Agency cards are provided by the City Clerk/Secretary. If you wish to address the City Council/Successor Agency at this time, please complete a speaker's card and give it to the City Clerk/Secretary prior to commencement of the City Council/Successor Agency meetings. Please use the microphone provided, clearly stating your name and address for the official record and courteously limiting your remarks to five (5) minutes so others may have the opportunity to speak as well.**

**To increase the effectiveness of the Public Comment Period, the following rules shall be followed:**

No person shall make any remarks which result in disrupting, disturbing or otherwise impeding the meeting.

## **CITY COUNCIL/SUCCESSOR AGENCY REPORTS**

### **CONSENT CALENDAR**

Items under the Consent Calendar are considered to be routine and may be enacted by one motion. Each item has backup information included with the agenda, and should any Councilmember or Board Member desire to consider any item separately he/she should so indicate to the Mayor/Chairperson. If the item is desired to be discussed separately, it should be the first item under Scheduled Matters.

1. Approval of Minutes

The **City Council and Successor Agency** will consider for approval, respectively, the minutes of the Concurrent Adjourned Regular Meetings of Tuesday, January 22, 2013, held at 6:30 p.m.; Adjourned Regular Meeting of Wednesday, January 23, 2013, held at 4:00 p.m. [Council only] and Adjourned Regular Meeting of Tuesday, January 29, 2013, held at 4:00 p.m. [Council only].

2. Approval of Warrant Register No. 15

The **City Council and Successor Agency** will consider for approval, respectively, the bills and claims set forth in Warrant Registers Nos. 15A, dated February 5, 2013, and No. 15B, for the period January 23, 2013, to January 31, 2013.

3. A Resolution of the City Council of the City of Commerce Declaring That Weeds, Brush, Rubbish and Refuse Upon or in Front of Specified Property in the City Are a Seasonal and Recurrent Public Nuisance, and Declaring Its Intention to Provide For the Abatement Thereof

The **City Council** will consider for approval and adoption a proposed Resolution declaring that weeds, brush, rubbish and refuse upon or in front of specified property in the City are a seasonal and recurrent public nuisance, declaring its intention to provide for the abatement thereof and designating the City Council meeting of February 19, 2013, at 6:30 p.m. as the date and time for the hearing of protests in connection therewith.

4. A Resolution of the City Council of the City of Commerce, California, Approving the First Amendment to Contract with E. Avico, Inc., of Los Angeles, California for the Construction of a New Emergency Operations Center (Cash Contract No. 1207)

The **City Council** will consider for approval and adoption a proposed Resolution approving the First Amendment to the contract with E. Avico, Inc., of Los Angeles, California, for the construction of a new Emergency Operations Center (Cash Contract No. 1207).

After careful review and examination of the project plans and specifications, City staff and the contractor have value-engineered the project scope and work in order to stay within the initial budget, requiring modification of the Scope of Services and Compensation as set forth in the original Contract to address the changed conditions.

## **PUBLIC HEARINGS**

5. Public Hearing – A Resolution of the City Council of the City of Commerce, California, Authorizing the Allocation for the 39<sup>th</sup> Year of Community Development Block Grant (CDBG) Funds for Fiscal Year 2013/2014

The **City Council** will conduct a public hearing on, and thereafter consider for approval and adoption, a proposed Resolution authorizing the allocation for the 39<sup>th</sup> year of Community Development Block Grant (CDBG) funds for fiscal year 2013/2014. The estimated allocation for the fiscal year is \$122,279, which includes a reduction of \$4,010 from the 2012/2013 fiscal year allocation of \$126,289. The new fiscal year allocation, combined with unprogrammed funds from the current fiscal year, will be utilized to fund the proposed 2013/2014 fiscal year CDBG projects.

The continuing, non-continuing and new programs/projects include: Continuing Projects/Programs – Home Preservation Grant Program, Code Enforcement Program and Community Based Policing Program; Existing Non-continuing Projects/Programs – Bristow Park Street Resurfacing Project and Bristow Park ADA Curb Cuts Projects; New Projects/Programs – Ferguson Drive ADA Curb Cuts Project.

## **SCHEDULED MATTERS**

6. 2012 Strategic Goals Progress Report

At its meetings of April 21, 2012, and May 9, 2012, the City Council held two Strategic Planning Workshops, which provided the City Council with the opportunity to develop and establish six strategic goals for the organization.

The **City Council** will receive a progress report on the 2012 Strategic Goals and, thereafter, consider said report for receipt and filing and provide appropriate direction with respect to these goals as may be deemed necessary.

## **ORDINANCES AND RESOLUTIONS**

### **CIP PROGRESS REPORT**

7. Fiscal Year 2012/2013 Capital Improvement Program Update

The **City Council** will receive an update on the fiscal year 2012/2013 Capital Improvement Program and thereafter consider said report for receipt and filing and provide appropriate direction as may be deemed necessary.

### **I-710 LOCAL ADVISORY COMMITTEE UPDATE – None**

### **RECESS TO CLOSED SESSION – No Items**

### **ADJOURNMENT**

Adjourn in memory of Jennifer Kuhn Grosso, sister-in-law of City employee Rebecca Kuhn, and Hector Miranda, husband of City employee Clara Miranda, and father of City employees Anthony Miranda and Marco Miranda, to Tuesday, February 19, 2013, at 5:00 p.m., in the City Council Chambers.





# AGENDA REPORT

Meeting Date: 02/05/2013

TO: Honorable City Council

FROM: City Administrator

SUBJECT: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMMERCE DECLARING THAT WEEDS, BRUSH, RUBBISH AND REFUSE UPON OR IN FRONT OF SPECIFIED PROPERTY IN THE CITY ARE A SEASONAL AND RECURRENT PUBLIC NUISANCE, AND DECLARING ITS INTENTION TO PROVIDE FOR THE ABATEMENT THEREOF

## RECOMMENDATION:

Approve and adopt the Resolution, declaring that weeds, etc. on or in front of specified property in the City is a public nuisance and declaring intention to abate same, and assign the number next in order.

## MOTION:

Move to approve the recommendation.

## BACKGROUND:

Attached please find a copy of the letter from the County of Los Angeles, Agricultural Commissioner/Director of Weights and Measures' Office outlining the recommended action of the City Council. The proposed Resolution declares that weeds, brush, rubbish and refuse upon or in front of certain specified property in the City are a seasonal and recurrent public nuisance and declares the City Council's intention to provide for the abatement thereof.

## ANALYSIS:

Adoption of the Resolution will designate the City Council meeting of February 19, 2013, at 6:30 p.m., as the date and time for the Hearing of Protests against the action of the City Council to abate the seasonal and recurrent public nuisance as outlined above. The Los Angeles County Agricultural Commissioner/Director of Weights and Measures will mail notices, as required by the Government Code, to the affected property owners upon receipt of City Council approval.

This is a routine item considered and approved by the City Council annually.

## FISCAL IMPACT:

This activity can be carried out without additional impact on the current operating budget.

## RELATIONSHIP TO 2012 STRATEGIC GOALS:

This activity is an annual program carried out by the County of Los Angeles on behalf of the City and is related to 2012 Strategic Goal, Project 3, Improve and maintain infrastructure and beautify our community

Respectfully submitted,



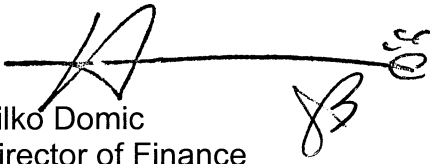
Jorge J. Rifa  
City Administrator

Recommended by:



Linda Kay Olivieri  
City Clerk

Fiscal impact reviewed by:



Vilko Domic  
Director of Finance

Reviewed as to form:



Eduardo Olivo  
City Attorney

- Attachments:
- 1) Letter from Department of Agricultural Commissioner/Director of Weights and Measures, dated January 3, 2013
  - 2) Resolution – Declaring Public Nuisance and Providing for Abatement Thereof, including List of Subject Properties

SUM (WEED ABATEMENT 1).DOC



**Kurt E. Floren**  
Agricultural Commissioner  
Director of Weights and Measures

January 3, 2013

**COUNTY OF LOS ANGELES**

Department of  
**Agricultural Commissioner/  
Weights and Measures**

12300 Lower Azusa Road  
Arcadia, California 91006-5872  
<http://acwm.lacounty.gov>

RECEIVED  
2013 JAN -8 PM 12:16  
COMMERCE  
RJK



**Richard K. Iizuka**  
Chief Deputy

The Honorable City Council  
City of Commerce  
2535 Commerce Way  
Commerce, CA 90040

Honorable City Council:

**RESOLUTION DECLARING THAT WEEDS, BRUSH, RUBBISH, ETC., ARE A SEASONAL AND RECURRENT PUBLIC NUISANCE**

Transmitted herewith is the Declaration List of properties which have been found by inspection to have weeds, brush and/or rubbish growing or occurring upon them and which constitute an existing or potential hazard to the health and safety of adjacent property owners.

Also attached is a resolution for adoption by the City Council declaring that hazardous weeds, brush, rubbish, etc., growing or occurring upon or in front of the listed properties are a seasonal and recurrent public nuisance.

It is my recommendation that the Honorable City Council adopt this resolution at its meeting of February 5, 2013 which sets February 19, 2013 at 6:30 p.m. as the date and time for Hearing of Protests. After your City Council adopts the resolution, please send a copy to our Weed Abatement Division at the above address.

On or before February 1, 2013, annual weed abatement notices will be sent to the owners of the properties identified in the resolution pursuant to state law. An affidavit attesting to the mailing of the annual notices is attached. If you have any questions, please contact Raymond B. Smith, Deputy Director/Weed Hazard and Integrated Pest Management Bureau at (626) 575-4393.

Respectfully submitted,

KURT E. FLOREN  
Agricultural Commissioner  
Director of Weights and Measures

RAYMOND B. SMITH  
Deputy Director/Bureau Chief  
Weed Hazard and Integrated Pest Management Bureau

KEF:RKI:RBS:fm

Enclosures

**Protecting Consumers and the Environment Since 1881  
To Enrich Lives Through Effective and Caring Service**





RESOLUTION NO. \_\_\_\_\_

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMMERCE DECLARING THAT WEEDS, BRUSH, RUBBISH AND REFUSE UPON OR IN FRONT OF SPECIFIED PROPERTY IN THE CITY ARE A SEASONAL AND RECURRENT PUBLIC NUISANCE, AND DECLARING ITS INTENTION TO PROVIDE FOR THE ABATEMENT THEREOF.

THE CITY COUNCIL OF THE CITY OF COMMERCE DOES RESOLVE AS FOLLOWS:

BE IT RESOLVED THAT, pursuant to the provisions of Title 4, Division 3, Part 2, Chapter 13, Article 2, of the California Government Code, Sections 39560 to 39588, inclusive, and evidence received by it, the City Council of the City of Commerce specifically finds:

SECTION 1. That the weeds, brush or rubbish growing or existing upon the streets, sidewalks, or private property in the city attain such large growth as to become, when dry, a fire menace to adjacent improved property, or which are otherwise noxious, dangerous, or a public nuisance.

SECTION 2. That the presence of dry grass, stubble, refuse, or other flammable materials are conditions which endanger the public safety by creating a fire hazard.

SECTION 3. That by reason of the foregoing fact, the weeds, brush, rubbish, dry grass, stubble, refuse, or other flammable material growing or existing upon the private property hereinafter described, and upon the streets and sidewalks in front of said property constitute a seasonal and recurrent public nuisance and should be abated as such.

SECTION 4. That the private property, together with the streets and sidewalks in front of same herein referred to, is more particularly described as follows, to wit: That certain property described in the attached list hereto and by this reference made a part hereof as though set forth in full at this point.

BE IT THEREFORE RESOLVED, pursuant to the findings of fact, by this Council heretofore made, that the weeds, brush, rubbish, dry grass, stubble, refuse, or other flammable material in and upon and in front of the real property hereinbefore described constitute and are hereby declared to be a seasonal and recurrent public nuisance which should be abated. The Agricultural Commissioner/Director of Weights and Measures, County of Los Angeles, is hereby designated the person to give notice to destroy said weeds, brush, rubbish, dry grass, stubble, refuse, or other flammable material and shall cause notices to be given to each property owner by United States Mail and said notice shall be substantially in the following form to wit.

NOTICE TO DESTROY WEEDS,  
REMOVE BRUSH, RUBBISH AND REFUSE

Notice is hereby given that on February 5, 2013, the City Council of the City of Commerce passed or will pass a resolution declaring noxious or dangerous vegetation including weeds, brush, tumbleweeds, sagebrush, and chaparral or rubbish and refuse were growing or occurring upon or in front of said property on certain streets in said city or unincorporated area of the County of Los Angeles, and more particularly described in the resolution, and that they constitute a public nuisance which must be abated by the removal of said noxious or dangerous vegetation, rubbish and refuse. The resolution further declares that, if not abated, the vegetation and/or rubbish and refuse may be removed and the nuisance abated by County authorities in which case the cost of removal shall be assessed upon the land from or in front of which the noxious or dangerous vegetation, rubbish and refuse are removed. Such cost will constitute a special assessment against such lots or lands. Reference is hereby made to said resolution for further particulars. In addition, the Board of Supervisors of the County of Los Angeles authorized and directed the Agricultural Commissioner to recover its costs of details. All property owners having any objections to the proposed removal of noxious or dangerous vegetation, rubbish and refuse and the recovery of inspection costs, are hereby notified that they may attend a hearing of the City Council of said city to be held at 5655 Jillson Street, Commerce, CA 90040, in the Council Chambers on February 19, 2013 at 6:30 p.m. where their objections will be heard and given due consideration. If the property owner does not want to present objections to the proposed removal of the noxious or dangerous vegetation including weeds, brush, tumbleweeds, sagebrush, and chaparral or rubbish and refuse, or the recovery of inspection costs, the owner need not appear at the above mentioned hearing.

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City Clerk of the City of Commerce

BE IT THEREFORE RESOLVED, that the Agricultural Commissioner is hereby authorized and directed to recover its costs of inspection of the properties hereinabove described in a manner consistent with prior action of the Board adopting a fee schedule for such inspections. The recovery of these costs is vital to the ongoing operation governing the identification and abatement of those properties that constitute a seasonal and recurrent public nuisance and endanger the public safety.

BE IT FURTHER RESOLVED THAT the 19th day of February, 2013, at the hour of 6:30 p.m. of said day is the day and hour, and the Meeting Room of the City Council of the City of Commerce in the City Hall in the City of Commerce is fixed by this City Council as the place when and where any and all property owners having any objections to the aforesaid proposed removal of weeds, brush, rubbish, dry grass, stubble, refuse, or other flammable material may appear before the City Council and show cause why said weeds, brush, rubbish, dry grass, stubble, refuse, or other flammable material should not be removed in accordance with this resolution, and said objections will then and there be heard and given due consideration; and

BE IT RESOLVED THAT the notices to destroy weeds, brush, rubbish, dry grass, stubble, refuse or other flammable material hereinbefore referred to shall be mailed by said Agricultural Commissioner/Director of Weights and Measures at least ten days prior to February 19, 2013.

PASSED AND ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2013

\_\_\_\_\_  
MAYOR OF THE CITY OF COMMERCE

ATTEST:

BY \_\_\_\_\_  
CITY CLERK OF THE CITY OF COMMERCE



LOS ANGELES COUNTY DECLARATION LIST  
**CITY OF COMMERCE**  
 IN SEQ BY WEED-KEY, THEN PARCEL UNIMPROVED

DATE: 1/03/13

ZONE	CITY CODE	LOCATION	PARCEL	KEY
04	143	1362 S EASTERN AVE	5241 013 016	4
04	143	1368 S EASTERN AVE	5241 013 017	4
04	143	TRIGGS ROAD	5241 013 018	4
04	143	1350 S EASTERN AVE	5241 013 019	4
- 04	143	2336 BEDESSEN AVE	5243 027 024	4
04	143	DUNCAN Ave	5244 002 031	4
04	143	DUNCAN Ave	5244 002 032	4
- 04	143	DUNCAN AVE	5244 002 033	4
04	143	1411 S MCBRIDE AVE	5244 002 034	4
04	143	5200 TRIGGS ST	5244 006 010	4
- 04	143	5156 TRIGGS ST	5244 006 013	4
04	143	GAGE AVE	6330 001 802	4
04	143	E 26TH Street	6332 006 004	4
04	143	5706 E WASHINGTON BLVD	6334 004 022	4
04	143	STRONG AVE	6335 014 805	4
04	143	STRONG AVE	6335 014 806	4
04	143	5533 E WASHINGTON BLVD	6335 019 043	4
04	143	5519 E WASHINGTON BLVD	6335 019 046	4
04	143	5556 E WASHINGTON BLVD	6335 024 051	4
04	143	GARFIELD AVE	6336 001 803	4
04	143	GARFIELD AVE	6336 001 811	4
04	143	GARFIELD AVE	6336 001 812	4
04	143	WASHINGTON BLVD	6336 011 801	4
04	143	WASHINGTON BLVD	6336 013 804	4
04	143	GARFIELD AVE	6336 014 009	4
04	143	FLOTILLA Street	6336 014 800	4
04	143	TUBEWAY AVE	6336 020 806	4
04	143	GERHART AVE	6339 002 012	4
04	143	GARFIELD AVE	6356 013 803	4
04	143	WASHINGTON BLVD	6356 013 804	4
04	143	GARFIELD AVE	6356 013 805	4
04	143	GREENWOOD AVE	6356 013 806	4
04	143	NEENAH Street	6356 013 807	4
04	143	GAGE AVE	6356 013 809	4
- 04	143	6920 E SLAUSON AVE UNIT 22	6356 017 021	4
04	143	6904 E SLAUSON AVE	6356 017 028	4
04	143	GARFIELD AVE	6356 018 800	4
04	143	GARFIELD AVE	6356 018 801	4
04	143	GARFIELD AVE	6356 018 804	4
04	143	7165 E GAGE AVE	6357 016 003	4

LOS ANGELES COUNTY DECLARATION LIST  
**CITY OF COMMERCE**  
 IN SEQ BY WEED-KEY, THEN PARCEL UNIMPROVED

DATE: 1/03/13

ZONE	CITY CODE	LOCATION	PARCEL	KEY
04	143	GAGE AVE	6357 016 025	4
04	143	7155 E GAGE AVE	6357 016 026	4
04	143	7169 E GAGE AVE	6357 016 028	4
04	143	TELEGRAPH RD	6367 034 804	4
TOTAL VACANT/IMPROVED RECORDS				4
TOTAL UNIMPROVED RECORDS				40
TOTAL RECORDS				44



# AGENDA REPORT

MEETING DATE: February 5, 2013

TO: HONORABLE CITY COUNCIL

FROM: CITY ADMINISTRATOR

SUBJECT: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMMERCE, CALIFORNIA, APPROVING THE FIRST AMENDMENT TO CONTRACT WITH E. AVICO, INC., OF LOS ANGELES, CALIFORNIA, FOR THE CONSTRUCTION OF A NEW EMERGENCY OPERATIONS CENTER (CASH CONTRACT NO. 1207)

## RECOMMENDATION:

Approve a resolution approving the first amendment to the existing contract with E. Avico, Inc., for the construction of a new Emergency Operations Center and assign the number next in order.

## MOTION:

Move to approve the recommendation.

## BACKGROUND:

The Federal Government recognizes the need to provide agencies with the necessary equipment to manage and respond to emergencies and disasters in an effective manner. Grant funds were made available to agencies to use towards upgrading existing Emergency Operations Centers (EOC) or to construct new ones. City staff believes that the existing EOC is not adequate to serve its purpose of allowing the City to manage potential emergency incidents.

On January 5, 2010, the City Council authorized staff to pursue EOC funding offered by the U.S. Department of Homeland Security. On August 17, 2010, the City Council approved a Resolution to authorize the submittal of an application for the Fiscal Year 2010 EOC Grant funds in the amount of \$1,000,000 under the California Emergency Management Agency (Cal-EMA) Subgrant Program.

On October 10, 2011, the City received a letter from Cal-EMA, stating that the City's application for grant funds was approved in the amount of \$1,000,000.

On December 6, 2011, the City Council approved the Request for Proposals for design and engineering services for a new EOC, under Grant No. 2010-0016, Cal-EMA #037-14974.

On March 6, 2012, the City Council awarded a Professional Services Agreement to WLC Architects, Inc., for architectural and engineering services for the new Commerce EOC.

On May 15, 2012, the City Council received and filed a report and presentation on the final design of the new EOC. The design meets the grant guidelines and does not impact the existing fields used for recreational activities between City Hall and Rosewood Community Center.

On June 19, 2012, as part of the Fiscal Year 2012/13 Capital Improvement Program, the City Council appropriated \$1,333,333 for the design and construction of a new EOC.

On September 4, 2012, the City Council approved and authorized the issuance of the Project Plans and Specifications.

On October 1, 2012, In accordance with the Notice of Sealed Bids, the City received 9 bids.

On November 13, 2012, the City Council awarded a construction contract to E. Avico, Inc., in the amount of \$876,560.

**ANALYSIS:**

After careful consideration, City staff and the contractor have value-engineered the project in order to stay within the project initial budget. Staff is recommending approval of the First Amendment which revises the scope of work and contract amount.

**FISCAL IMPACT**

This activity can be carried out at this time without additional impact on the current operating budget, as funding for this activity has been approved and included in the FY 2012/13 Capital Improvement Project Budget. The City Council approved a project funding level of \$1,413,333 for the design and construction of the new Emergency Operations Center, as follows:

**Project Budget**

	<b>Appropriation</b>	<b>Estimated Expenditures</b>
Original FY 2012/13 CIP Appropriation	\$1,333,333.00	
Additional Appropriation (11/5/12)	\$80,000.00	
Design & Eng. Services		\$163,510.46
Inspection & Testing Services		\$84,972.00
Labor Compliance Services		\$11,000.00
Audio/Visual, Equipment & Furnishings (owner provided)		\$51,000.00
Construction Cost		\$721,862.00
Construction Contingency		\$33,747.56
Permit Fees		\$5,207.98
Landscaping & Irrigation (owner provided)		\$6,900.00
Misc. Expenses		\$1,800.00
In-kind Contribution		\$333,333.00
	<b>\$1,413,333.00</b>	<b>\$1,413,333.00</b>

The cost of the proposed improvements is estimated at \$1,433,333, which will be covered by the project budget indicated above.

**RELATIONSHIP TO 2012 STRATEGIC GOALS:**

The issue before the Council is applicable to the following Council's strategic goal: *"Improve and maintain infrastructure and beautify our community"* as identified in the 2012 Strategic Plan.

Respectfully submitted:



Jorge Rifa  
 City Administrator


Recommended by:



Loretta Gutierrez  
 Interim Director of Safety & Community Services



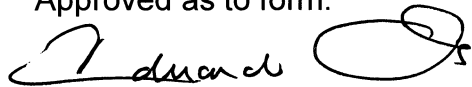
Recommended and prepared by:

  
Danilo Batson  
Assistant Director of Public Services

Fiscal impact reviewed by:

  
Vilko Domic  
Director of Finance

Approved as to form:

  
Eduardo Olivo  
City Attorney

File: 2013 City Council Agenda Reports  
1<sup>st</sup> Amendment to Cash Contract No. 1207 Emergency Operations Center Project – Agenda Reports File



RESOLUTION NO. \_\_\_\_\_

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMMERCE, CALIFORNIA, APPROVING THE FIRST AMENDMENT TO CONTRACT WITH E. AVICO, INC., OF LOS ANGELES, CALIFORNIA FOR THE CONSTRUCTION OF A NEW EMERGENCY OPERATIONS CENTER (CASH CONTRACT NO. 1207)

WHEREAS, on November 13, 2012, the City of Commerce and E. Avico, Inc., entered into a contract for the construction of a new City of Commerce Emergency Operations Center; and

WHEREAS, after careful consideration and examination of the plans and specifications, the project has been value-engineered in order to stay within the project initial budget; and

WHEREAS, the City of Commerce and E. Avico, Inc., desire to amend the existing contract in scope, work and compensation as indicated in the First Amendment.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF COMMERCE DOES HEREBY RESOLVE, DECLARE AND DETERMINE AS FOLLOWS:

Section 1. The First Amendment to the Contract is hereby approved. The Mayor is to execute the First Amendment for and on behalf of the City.

PASSED, APPROVED and ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2013.

\_\_\_\_\_  
Lilia R. Leon, Mayor

ATTEST:

\_\_\_\_\_  
Linda Kay Olivieri, MMC  
City Clerk



FIRST AMENDMENT TO CONTRACT WITH E. AVICO, INC., OF LOS ANGELES CALIFORNIA, FOR THE CONSTRUCTION OF A NEW EMERGENCY OPERATIONS CENTER (CASH CONTRACT NO. 1207)

This First Amendment is made and entered into as of the \_\_\_\_ day of \_\_\_\_\_ 2013, ("Effective Date") by and between the CITY OF COMMERCE, a Municipal Corporation (the "CITY") and E. AVICO, INC. ("CONTRACTOR").

WITNESSETH

This First Amendment is made with reference to the following facts:

- A. On November 13, 2012, the CITY and CONTRACTOR entered into a Standard Contract for the Construction of a New City of Commerce Emergency Operations Center (the "CONTRACT").
- B. After careful review and examination of the project plans and specifications, the CITY and CONTRACTOR have value-engineered the project scope and work.
- C. CITY and CONTRACTOR need to modify the Scope of Services and Compensation set forth in the CONTRACT in order to address the changed conditions.

NOW, THEREFORE, in consideration of mutual promises, conditions and covenants herein contained, the parties hereto agree that the CONTRACT will be amended as shown on Exhibit 1, including changes in scope, work and compensation. All other terms and conditions of the CONTRACT shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have each executed or caused to be executed, this First Amendment on the dates set forth below.

CITY OF COMMERCE

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
Lilia R. Leon, Mayor

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Linda Kay Olivieri, MMC  
City Clerk

\_\_\_\_\_  
Eduardo Olivo  
City Attorney

E. AVICO, INC.  
("CONTRACTOR")

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
Roya Arshadni,  
President

## EXHIBIT 1

### VALUE ENGINEERING PROPOSAL

#### **1. Landscaping/Irrigation**

Omit landscaping and Irrigation as indicated on Drawing Sheet L1.1 and Specification Sections 02810 and 02930. Cap all existing irrigation at limit of work line.

**DEDUCT \$10,000.00**

#### **2. Metal Roofing**

Use AEP Standard Colors in lieu of Premium Metallic colors noted in the contract. 2 standard colors are to be used as noted on sheet A5.1. Use 24 gauge materials in lieu of the 22 gauge specified.

**DEDUCT \$7,859.00**

#### **3. Miscellaneous Equipment**

Eliminate equipment called out in Specification Section 11005 which includes bike racks, refrigerator, ice maker, microwave ovens, flat screen TVs and mounts, but leave in installation costs. City will purchase equipment. Contractor will install.

**DEDUCT \$10,640.00**

#### **4. Emergency Generator**

Emergency Generator to be a 100KW generator set as manufactured by AKSA Power Generation: Diesel tank to be sized for 24 hours emergency operation in lieu of 72 hours. See attached quote and generator specification from manufacturer.

**DEDUCT \$27,000.00**

#### **5. 9X Media System**

Eliminate 9X media System per Specification Section 16760.

**DEDUCT \$54,800.00**

#### **6. Fencing and Gates**

Change out the steel panel fencing system as described by details 5, 6, 7 & 8 on sheet A9.1. Replace with wrought iron fencing of vertical pickets with perforated steel panels and canopy gate operator for gates 05 and 06 on north side patio. See attached details ASK1-ASK5.

**DEDUCT \$10,000.00**

#### **7. Roller Shading System**

Eliminate roller shades called out in Specification Section 12494.

**DEDUCT \$10,399.00**

#### **8. Building Signage**

Eliminate Water Jet Cut lettering as shown on Elevation 3/A5.1 and per Specification Section 10400, 2.2A.

**DEDUCT \$3,500.00**

### **9. Cabinetry and Countertops**

Eliminate half the casework in the building. Eliminate Upper and Lower cabinets on east Wall of Hospitality Room 103. Eliminate Upper cabinets on south Wall of Operations Room 101. Eliminate full-height cabinet on west Wall of Vestibule 104.

**DEDUCT \$9,000.00**

### **10. Interior Steel Frames/Wood Doors**

Change interior hollow metal door frames to Timely Aluminum frames and wood veneer doors in lieu of plastic laminate per Specification Section 08214. The following doors to be changed: Single leaf-105, 106 and 107 & Pair doors-111.

**DEDUCT \$3,500.00**

### **11. Aluminum Storefront System**

Change finish on storefront from custom high performance coating per Specification Section 08411, 2.7A to standard clear anodized finish. Use storefront manufacturer's panic hardware in lieu of specified panic devices.

**DEDUCT \$5,000.00**

### **12. In-Floor Walker Duct**

Eliminate Walker-Duct in Operations Room 101 as shown on sheet E2.1, Electrical Power Plan and per note 5 on same sheet. Provide 1 ½" conduit in slab for regular power and 1 ½" data. Provide 6 in-slab floor boxes as shown.

**DEDUCT \$2,000.00**

### **13. Toilet Partitions**

Change Toilet Partitions from Phenolic Partitions per Specification Section 10171 to Plastic Laminate clad partitions per Specification Section 10165.

**DEDUCT \$1,000.00**

### **REFERENCE DOCUMENTS AND ATTACHMENTS:**

- WLC Architects list of Value Engineering items, dated 11/27/2012 (2 pages)
- AKSA Power Generation Quote, dated 10/25/2012 (1 page)
- AKSA Power Generation 100-90 kW APD-EPAP100 product data (4 pages)
- WLC Architects drawing ASK-1, dated 12/03/2012 (1 page)
- WLC Architects drawing ASK-2, dated 12/03/2012 (1 page)
- WLC Architects drawing ASK-3, dated 12/03/2012 (1 page)
- WLC Architects drawing ASK-4, dated 12/03/2012 (1 page)
- WLC Architects drawing ASK-5, dated 12/03/2012 (1 page)
- Exhibit A The canopy gear (1 page)
- Specification Section 10165 (5 pages)
- E. Avico Schedule of Values, dated 12/05/2012 (4 pages)

<b>ORIGINAL CONTRACT VALUE:</b>	<b><u>\$876,560.00</u></b>
<b>PREVIOUS AMENDMENTS:</b>	<b><u>\$0.00</u></b>
<b>TOTAL THIS AMENDMENT:</b>	<b><u>-\$154,698.00</u></b>
<b>NEW CONTRACT VALUE:</b>	<b><u>\$721,862.00</u></b>





# AGENDA REPORT

DATE: February 5, 2013

**TO:** HONORABLE CITY COUNCIL

**FROM:** CITY ADMINISTRATOR

**SUBJECT:** PUBLIC HEARING- A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMMERCE, CALIFORNIA, AUTHORIZING THE ALLOCATION FOR THE 39<sup>TH</sup> YEAR OF COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDS FOR FISCAL YEAR 2013/2014

**RECOMMENDATION:**

That the City Council conduct a public hearing concerning the allocation of the 39<sup>th</sup> Year Community Development Block Grant funds, then approve and adopt the Resolution and assign the number next in order.

**MOTION:**

- 1.) Declare the public hearing open.
- 2.) Now is time for anyone wishing to speak on the subject to step forward.
- 3.) Declare the public hearing closed.

**BACKGROUND:**

The City of Commerce is a participant city in the County of Los Angeles Small Cities Block Grant Program that distributes Federal Community Development Block Grant (CDBG) Funds. Each year, the City receives an allocation of funding administered by the Community Development Commission of Los Angeles County for programs and projects that benefit low to moderate-income persons. The allocation for fiscal year 2013/2014 is estimated to be \$122,279 which includes a reduction of \$4,010 from last year's allocation of \$126,289. The new Fiscal Year 2013/2014 allocation of \$122,279 and unprogrammed funds from the current fiscal year will be utilized to fund the proposed Fiscal Year 2013/2014 CDBG projects.

To encourage citizen participation, this public hearing is being conducted, prior to the selection of programs and projects to be funded. A resolution from the City Council authorizing the allocation of the Community Development Block Grant Funds is the method the City uses to demonstrate City approval and adoption, which is then forwarded to the Community Development Commission of Los Angeles County.

**ANALYSIS:**

The City has provided funding for a variety of programs and projects over the years, which has included Home Preservation Grant programs, Community Policing, Code Enforcement and street and sidewalk reconstruction. Following is a list of continuing, existing non-continuing and new programs that are being recommended for funding in Fiscal Year 2013/2014.

Continuing Projects/Programs:

- **Home Preservation Grant Program**  
CDBG funds provide grants to income-qualified households throughout the City with up to \$20,000 to conduct code compliant home improvement repairs such as painting, plumbing, roofing and windows.

- **Code Enforcement Program**  
 CDBG funds will be used to purchase equipment, hardware and software license(s) renewal for Code Enforcement staff to conduct activities, including the collection of housing and other code violation case data located in the northern portion of the City located in low/mod Census Tract 5323.02 (Bristow, Ayers and Bandini), Census Tract 5323.03, Block Group 3 (Rosini area) and within the southern portion of the low/mod Census Tract 5323.04, Block Group 1 (Veterans Park and Lanto areas).
- **Community Based Policing Program**  
 CDBG funds are used to pay for Los Angeles County Sheriff's Department services and Community Policing equipment and vehicle expenses for crime prevention program activities.

Existing Non-Continuing Projects/Programs

- **Bristow Park Street Resurfacing Project**  
 CDBG funds provide street improvements for McDonnell (Triggs to Dunham), Dunham (McDonnell to Duncan), McBride (Noakes to north of Triggs), Duncan (Noakes to north of Triggs), Marianna (Lovett to Union Pacific) and Lovett (Marianna to Eastern). All other street improvements located in the Bristow Park neighborhood will be improved with the City's General Fund.
- **Bristow Park ADA Curb Cuts Project**  
 CDBG funds provide ADA curb cut ramps in the predominately low to moderate-income Bristow Park neighborhood, throughout Census Tract 5323.03, Block Group 1.

New Projects/Programs:

- **Ferguson Drive ADA Curb Cuts Project**  
 This new project will provide ADA curb cut ramps in the predominately low to moderate-income Ferguson Drive Neighborhood, throughout the Census Tract 5323.03, Block Group 3.

**TABLE 1**

CONTINUING, NON-CONTINUING AND NEW PROGRAMS/PROJECTS	FY 2012/2013 CDBG Budget	FY 2013/2014 CDBG Budget	Total 2 Year Funding	CDBG Project Account No.
<i>Continuing Projects/Programs</i>				
Home Preservation Grant Program; Construction and Program Admin.	\$100,000	\$63,000	\$163,000	29-2910-71715-10037
Code Enforcement Program; Equipment and Software	\$10,000	\$5,000	\$15,000	29-2910-80210.10703
Community Based Policing Program; Sheriff Services, Vehicle Maintenance and Equipment	\$16,289	\$14,279	\$30,568	29-3035-54050; 29-3035-62090-10040 & 29-3035-80300
<i>Existing Non-Continuing Projects/Programs</i>				
Bristow Park Street Resurfacing Project; Services and Construction	\$0	\$0	\$0	29-2920-52010-10386
Bristow Park ADA Curb Cuts Project; Services	\$0	\$0	\$0	29-2920-57071.10700
<i>New Projects/Programs</i>				
Ferguson Drive ADA Curb Cuts Project; Services	\$0	\$40,000	\$40,000	29-2920-57071.10392
<b>Total CDBG Funding:</b>	\$126,289	\$122,279	\$248,568	

**FISCAL IMPACT:**

CDBG funds are Federal funds allocated to the City through the Community Development Commission of Los Angeles County. They provide an additional source of revenue to fund needed programs and reduce the impact to the General Fund.

**RELATIONSHIP TO THE STRATEGIC GOALS:**

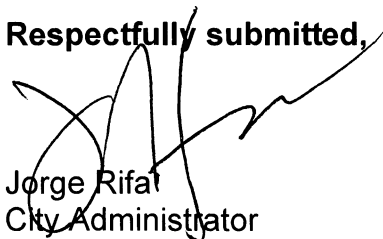
This agenda item relates to the 2009 strategic planning goal: "*Protect and Enhance the Quality of Life in the City of Commerce,*" as it addresses an environmental issue of concern important to the community.

**Recommended by:**



Alex Hamilton  
Assistant Director of Community Development

**Respectfully submitted,**



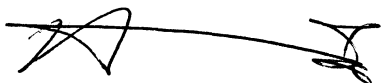
Jorge Rifal  
City Administrator

**Prepared by:**



Viviana Molinar  
Community Development Assistant

**Fiscal impact reviewed by:**



Vilko Domic  
Director of Finance

**Approved as to Form**



Eduardo Olivo  
City Attorney



RESOLUTION NO. \_\_\_\_\_

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMMERCE, CALIFORNIA, AUTHORIZING THE ALLOCATION FOR THE 39<sup>TH</sup> YEAR OF COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDS FOR FISCAL YEAR 2013/2014

WHEREAS, the Community Development Block Grant (CDBG) Program has operated since 1974 to provide local governments the resources to meet the needs of persons of low to moderate-income; and

WHEREAS, the City of Commerce contracts with the Los Angeles County Community Development Commission for disbursement of Community Development Block Grant Funds, through the Small Cities Program; and

WHEREAS, the City of Commerce will receive an estimated total of \$122,279 in Fiscal Year 2013/2014 in Community Development Block Grant Funds and will also utilize any unprogrammed funds from the current fiscal year to budget these projects; and

WHEREAS, the City Council has conducted a public hearing and has provided the required notice to the public.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF COMMERCE DOES HEARBY RESOLVE, DECLARE AND DETERMINE AS FOLLOWS:

Section 1: The City Council approves the Community Development Block Grant (CDBG) Program Budget for Fiscal Year 2013/2014 and instructs staff to submit the necessary documents and a copy of this Declaration to the Los Angeles County Community Development Commission for approval of the 2013/2014 CDBG Project funding as follows:

CONTINUING AND NEW CDBG PROGRAMS/PROJECTS	FY 2013/2014 CDBG Budget	CDBG Project Account No.
<i>Continuing Projects/Programs</i>		
Home Preservation Grant Program; Construction and Program Admin.	\$63,000	29-2910-71715-10037
Code Enforcement Program; Equipment and Software	\$5,000	29-2910-80210.10703
Community Based Policing Program; Sheriff Services, Vehicle Maintenance and Equipment	\$14,279	29-3035-54050; 29-3035-62090-10040 & 29-3035-80300
<i>New Projects/Programs</i>		
Ferguson Drive ADA Curb Cuts Project; Services and Construction	\$40,000	29-2920-57071.10392
<b>Total FY 2013/2014 CDBG Allocation:</b>	<b>\$122,279</b>	

Section 2: The City Council authorizes staff to adjust the Program Budget, as needed throughout the program year and to take into account the final amount of funding awarded to the City in addition to any amounts remaining unspent at the close of the fiscal year.

PASSED, APPROVED and ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2013

\_\_\_\_\_  
Lilia R. Leon  
Mayor

ATTEST:

\_\_\_\_\_  
Linda Kay Olivieri, MMC  
City Clerk





# AGENDA REPORT

MEETING DATE: FEBRUARY 5, 2013

**TO:** HONORABLE CITY COUNCIL  
**FROM:** CITY ADMINISTRATOR  
**SUBJECT:** 2012 STRATEGIC GOALS REPORT

**RECOMMENDATION:**

City Council will receive and file a staff report presentation on the 2012/2013 Strategic Goals, and may direct City staff as deemed appropriate.

**MOTION:**

Council discretion.

**BACKGROUND:**

On April 21, 2012 and May 9, 2012, the City Council held their 2012 Strategic Planning Workshop Sessions. The workshop provided the Council with the opportunity to establish their goals and values for FY 2012/2013 in order to communicate those to the community and the City's organization.

On July 17, 2012, the Council received a staff report presentation on the following six 2012 Strategic Goals:

- Implement Staff Development
- Grow revenues to ensure all expenses are being met so that we can remain fiscally responsible and continue to provide services to the residents
- Improve and maintain infrastructure and beautify our community
- Develop a tangible environmental mitigation plan
- Implement strategic communication plan for all key stakeholders
- Establish protocol to ensure decision making and evaluation process for new ideas are clear and timely.

**ANALYSIS:**

This process continues to provide Council with the opportunity to receive periodic general progress reports on each respective strategic goal objective and offer the Management Team any comments on the established goals.

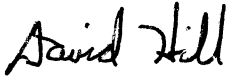
**FISCAL IMPACT:**

This activity can be carried out without additional impact on the current operating budget.

**RELATIONSHIP TO 2012 STRATEGIC GOALS:**

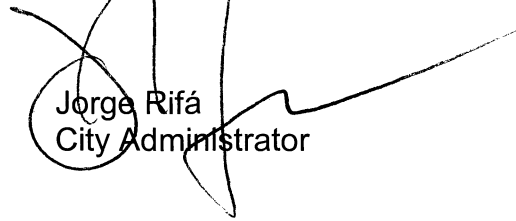
This agenda item report is applicable to the following Council strategic goals: *“Implement strategic communication plan for all key stakeholders”* and *“Establish protocol to ensure decision making and evaluation process for new ideas are clear and timely”*.

Prepared by:



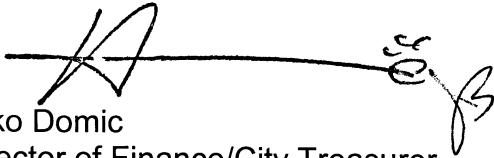
David Hill  
Interim Director of Human Resources

Respectfully submitted,



Jorge Rifá  
City Administrator

Fiscal Impact Reviewed by:



Vilko Domic  
Director of Finance/City Treasurer

Approved as to Form:



Eduardo Olivo  
City Attorney



## PROJECT STATUS UPDATE

**Project Name 1:** Implement Staff Development

**Date of Update:** 7/17/2012

**Project Objective 1A:** Rotate Department/Division meetings with City Council to create collaborative open environment, instill ownership, and empower employees

**Project Leader(s):** Jorge Rifa, Ivan Altamirano

**Target Comp. Date:** 6/2012

**Estm'd Comp. Date:** Met initiatives and continue to work on this activity

**Status:** Project on-Track.

<p><b>Key Accomplishments</b></p> <ul style="list-style-type: none"> <li>• Transportation Department completed 6/13/2012</li> <li>• Library Department completed 7/10/2012</li> <li>• Parks and Recreation completed August 7, 2012</li> <li>• Human Resources Department completed</li> <li>▪ Community Services Department &amp; Finance Department completed</li> </ul>	<p><b>Upcoming Milestones</b></p> <ul style="list-style-type: none"> <li>• Community Development (TBD)</li> <li>• Administration/PIO/City Clerk's Office (TBD)</li> </ul>
<p><b>Challenges / Action Plans</b></p> <ul style="list-style-type: none"> <li>• n/a</li> </ul>	<p><b>Additional Information</b></p> <ul style="list-style-type: none"> <li>• n/a</li> </ul>

## PROJECT STATUS UPDATE

**Project Name 1:** Implement Staff Development

**Date of Update:** 07/17/2012

**Project Objective 1B:** Implement departmental shadowing program and interdepartmental sharing process

**Project Leader(s):** Claude McFerguson, Fernando Mendoza

**Estm'd Comp. Date:** On-going

**Target Date:** 07/2012

**Status:** Project on-track.

<p><b>Key Accomplishments</b></p> <ul style="list-style-type: none"> <li>• Department Heads learning from each other in an effort to improve the City's overall effectiveness</li> <li>• Interdepartmental collaboration resulted in the recent City Hall front counter coverage, redesign of lobby, and flat panel monitor.</li> <li>• Transportation implemented a process whereas supervisors are assigned various business related topics to present during staff meetings, which improves their verbal communication skills and help develop staff's leadership abilities.</li> </ul>	<p><b>Upcoming Milestones</b></p> <ul style="list-style-type: none"> <li>• Department directors to explore participating in other department training sessions as a form of "shadowing" to gain insight and perspective on related departmental issues.</li> <li>• Implement Webinar type training sessions throughout the City to mitigate cost</li> <li>• Department directors may participate with the Interim HR director in the JLM process to gain experience in problem solving related to employee issues.</li> </ul>
<p><b>Challenges / Action Plans</b></p> <ul style="list-style-type: none"> <li>• Time, resources and staff availability</li> </ul>	<p><b>Additional Information</b></p> <ul style="list-style-type: none"> <li>• n/a</li> </ul>

## PROJECT STATUS UPDATE

**Project Name1:** Implement Staff Development

**Date of Update:** 7/17/2012

**Project Objective 1C:** Each Department to define customer service metrics and enhance existing customer service training.

**Project Leader(s):** Dave Hill, Ivan Altamirano

**Estm'd Comp. Date:** ongoing

**Target Comp. Date:** 7/6/2012 & 8/8/2012

**Status:** Project on-Track.

<p><b>Key Accomplishments</b></p> <ul style="list-style-type: none"> <li>On June 18, 2012 each department was provided the following customer service metrics from the City's Mission Statement and were asked to provide any additional metrics in which they would like to define for their respective departments:</li> </ul> <p>Employees are to provide municipal services <i>as sensitively, courteously, efficiently and effectively</i> as possible.</p> <ul style="list-style-type: none"> <li>On June 27, 2012, the Customer Service Committee met to recommend a Secret Shopper Customer Service Program.</li> <li>August 14, 2012, Park Center Supervisors and the Parks and Recreation management team reviewed the mission and values statement and clarified customer service expectations.</li> </ul>	<p><b>Upcoming Milestones</b></p> <ul style="list-style-type: none"> <li>Customer Service Training Scheduled for August 16, 2012.</li> <li>Meet and confer with Association regarding revision to employee performance evaluation – to include customer service metrics as defined by the departments and outlined in the City's Mission Statement. Scheduled for Aug. 30th</li> <li>City Council approval on the Customer Service Secret Shopper Program. Customer Service Committee finalizing specifics.</li> <li>Human Resources to send Customer Service Program information to City Council for their review/approval.</li> </ul>
<p><b>Challenges / Action Plans</b></p> <ul style="list-style-type: none"> <li>n/a</li> </ul>	<p><b>Additional Information</b></p> <ul style="list-style-type: none"> <li>n/a</li> </ul>

## PROJECT STATUS UPDATE

**Project Name 1:** Implement Staff Development

**Date of Update:** 10/03/2012

**Project Objective 1D:** Promote awareness and education on programs and job descriptions through employee orientations, mentoring and coaching. Incorporate services of ERO to assist employees with other career opportunities

**Project Leader(s):** Loretta Gutierrez

**Estm'd Comp. Date:** On-going

**Target Date:** 01/13

**Status:** Project on-track.

<p><b>Key Accomplishments</b></p> <ul style="list-style-type: none"> <li>• Identified existing programs, local agencies and partnerships, such as EBDC, Library, Print Resources and Online Resources</li> <li>• Workshops on: Application Process, Resume Writing, Interview Skills, Dress and Grooming Techniques, Cover Letter and Thank You Letters Referrals to Trade Schools</li> </ul>	<p><b>Upcoming Milestones</b></p> <ul style="list-style-type: none"> <li>• Approval to conduct employee survey</li> <li>• Job Scout- an electronic resource that the library will receive compliments of the State Library. It is a web-based resource to raise computer skills for job seekers.</li> </ul>
<p><b>Challenges / Action Plans</b></p> <ul style="list-style-type: none"> <li>• Employees have to use their own time</li> <li>• Appealing Interest</li> <li>• Target Audience</li> </ul>	<p><b>Additional Information</b></p> <ul style="list-style-type: none"> <li>• Series of Workshops (options depending on survey results)</li> <li>• General Informational Meetings (provide information on career development)</li> </ul>

## PROJECT STATUS UPDATE

**Project Name 1:** Implement Staff Development

**Date of Update:** 07/17/2012

**Project Objective 1E:** Post Values statement and core values of the City; (2) Review and discuss at department meetings (one paragraph per meeting discussed)

**Project Leader(s):** Jason Stinnett, Fernando Mendoza

**Estm'd Comp. Date:** 08/2012

**Target Date:** 06/11/2012, 8/2012

**Status:** Project completed.

<p><b>Key Accomplishments</b></p> <ul style="list-style-type: none"> <li>• City's Value Statement: Redesigned and posted in all departments- Project completed: 10/2012</li> <li>• Values statement reviewed and discussed at Department Directors meeting.</li> </ul>	<p><b>Upcoming Milestones</b></p>
<p><b>Challenges / Action Plans</b></p> <ul style="list-style-type: none"> <li>• n/a</li> </ul>	<p><b>Additional Information</b></p> <p>n/a</p>

## PROJECT STATUS UPDATE

**Project Name 1:** Implement Staff Development

**Date of Update:** 7/17/2012

**Project Objective 1F:** Implement employee rewards and recognition program to create achievement-driven culture

**Project Leader(s):** Dave Hill, Ivan Altamirano

**Estm'd Comp. Date:** ongoing

**Target Comp. Date:** 9/10/2012

**Status:** Project in progress

<p><b>Key Accomplishments</b></p> <ul style="list-style-type: none"> <li>• Annual Employee Recognition Program in March</li> </ul>	<p><b>Upcoming Milestones</b></p> <ul style="list-style-type: none"> <li>• Human Resources will coordinate with the Library Department on the following:             <ul style="list-style-type: none"> <li>○ Conduct survey to determine what other cities do or provide in the area of employee recognition, incentives and rewards.</li> </ul> </li> <li>• Department recognition once a month             <ul style="list-style-type: none"> <li>○ Place department photo on City Hall main lobby monitor.</li> <li>○ Place employee of the month picture on City Hall main lobby monitor.</li> </ul> </li> <li>• Innovative idea recognition</li> </ul>
<p><b>Challenges / Action Plans</b></p> <ul style="list-style-type: none"> <li>• Potential funding</li> </ul>	<p><b>Additional Information</b></p> <ul style="list-style-type: none"> <li>• n/a</li> </ul>

## PROJECT STATUS UPDATE

**Project Name 1:** Implement Staff Development

**Date of Update:** 7/17/2012

**Project Objective 1G:** Update employee evaluation process with development action plans to increase accountability and follow-up

**Project Leader(s):** Dave Hill

**Estm'd Comp. Date:** Ongoing

**Target Comp. Date:** 8/6/2012

**Status:** Project on-Track.

<p><b>Key Accomplishments</b></p> <ul style="list-style-type: none"> <li>• Performance Evaluation Tracking method process has been implemented. Notification sent to departments on past due evaluations</li> <li>• Departments provided monthly performance evaluation reports.</li> </ul>	<p><b>Upcoming Milestones</b></p> <ul style="list-style-type: none"> <li>• Performance Evaluation Training – ½ day session</li> <li>• Update on Logos</li> <li>• City Administrator to periodically emphasize at department directors staff meeting.</li> </ul>
<p><b>Challenges / Action Plans</b></p> <ul style="list-style-type: none"> <li>• Untimely performance evaluations will impact supervisor's evaluation criteria on supervisory duties</li> </ul>	<p><b>Additional Information</b></p> <ul style="list-style-type: none"> <li>• Part-time employees evaluations are based upon 1664 hours worked.</li> </ul>

## PROJECT STATUS UPDATE

**Project Name 1:** Implement Staff Development

**Date of Update:** 07/17/2012

**Project Objective 1H:** Continue to provide staff training/workshops; Revisit what is considered mandated training. **Project Leader(s):** Beatriz Sarmiento, Ivan Altamirano

**Estm'd Comp. Date:** ongoing

**Target Date:** TBD

**Status:** (need to refine this goal)

<p><b>Key Accomplishments</b></p> <ul style="list-style-type: none"> <li>• Department Heads reviewed this goal and provided input for its refinement and accomplishment</li> </ul>	<p><b>Upcoming Milestones</b></p> <ul style="list-style-type: none"> <li>• By July 2012; Ask City Departments to research customer service trainings for their particular customer base.</li> <li>• Human Resources will provide Library with a list of professional organizations that HR belongs to.</li> </ul>
<p><b>Challenges / Action Plans</b></p> <ul style="list-style-type: none"> <li>• Good customer service has different elements for each department and its level of customer service beyond greetings.</li> <li>• Some departments may not have access to specific customer service training in their field of service.</li> </ul>	<p><b>Additional Information</b></p> <ul style="list-style-type: none"> <li>• HR &amp; Library Partnership in the following areas:             <ul style="list-style-type: none"> <li>○ ROPES Program (off site)</li> <li>○ Team building exercises</li> <li>○ Obstacle course activity at Rosewood</li> <li>○ Assess possibility of window installation in departments with no outside light/view.</li> </ul> </li> <li>• Logos training</li> </ul>



**PROJECT STATUS UPDATE**

**Project Name 2:** Grow Revenues  
**Date of Update:** 07/17/2012  
**Project Objective 2A:** Audit Revenue Sources and Develop Audit Plan  
**Project Leader(s):** Vilko Domic,  
**Estm'd Comp. Date:** **Target Date: 07/3/2012**  
**Status:** Project on-track.

<p><b>Key Accomplishments</b></p> <ul style="list-style-type: none"> <li>• Bid proposal from audit firm has been received to perform transient occupancy tax audits on hotels in the City</li> </ul>	<p><b>Upcoming Milestones</b></p> <ul style="list-style-type: none"> <li>• Staff and City Administrator have selected hotels to be audited and are working with MHM to establish a start date.</li> <li>• Business Cooperation Program (BCP) – We have received positive movement from BNSF. They are trying to initiate changes to facilitate participation in the Business Cooperation Program</li> <li>• Business License Amnesty Program – Implementation Date (mid 2013)</li> </ul>
<p><b>Challenges / Action Plans</b></p> <ul style="list-style-type: none"> <li>• n/a</li> </ul>	<p><b>Additional Information</b></p> <ul style="list-style-type: none"> <li>• The plan is to implement a 3 year cycle – auditing 3 establishments annually</li> </ul>

**PROJECT STATUS UPDATE**

**Project Name 2:** Grow Revenues

**Date of Update:** 07/17/2012

**Project Objective 2B:** Develop marketing plan to target companies for additional revenue and jobs that are consistent with the general plan

**Project Leader(s):** Fernando Mendoza, Jason Stinnett, Alex Hamilton, Ivan Altamirano

**Estm'd Comp. Date:** Dec. 2012

**Target Date:** 07/9/2012

**Status:** Project on-track.

<p><b>Key Accomplishments</b></p> <ul style="list-style-type: none"> <li>• Created marketing material that is used for Council business visits.</li> <li>• HDTV with marketing messages at City Hall Main Entrance.</li> <li>• Marketing ads displayed on Citadel displays.</li> </ul>	<p><b>Upcoming Milestones</b></p> <ul style="list-style-type: none"> <li>• December 2012 – Team to present Council with a marketing strategy outline.</li> </ul>
<p><b>Challenges / Action Plans</b></p> <ul style="list-style-type: none"> <li>• Focus marketing efforts to achieve maximum results consistent with City resource allocation.</li> <li>• Targeted Marketing Program-Print and digital media ads requiring funding to augment use of existing resources (i.e., Hyundai and Citadel digital signs).</li> </ul>	<p><b>Additional Information</b></p> <ul style="list-style-type: none"> <li>• n/a</li> </ul>

## PROJECT STATUS UPDATE

**Project Name 2:** Grow Revenues

**Date of Update:** 07/17/2012

**Project Objective 2C:** Look for non-traditional implementation – models and partnerships (seek Federal funding, grant writing, transportation opportunity, BID)

**Project Leader(s):** Jason Stinnett, Fernando Mendoza, Ivan Altamirano

**Estm'd Comp. Date:** Ongoing

**Target Date:** 07/15/2012

**Status:** Project on-track.

<p><b>Key Accomplishments</b></p> <ul style="list-style-type: none"> <li>• Business sponsorship of recent local community events             <ul style="list-style-type: none"> <li>◦ Citadel Clean-up Event</li> </ul> </li> <li>• Federal transportation funding used for Citadel Outlets Express Shuttle and partnership with Citadel &amp; The Commerce Hotel for bus wrap.</li> </ul>	<p><b>Upcoming Milestones</b></p> <ul style="list-style-type: none"> <li>• Survey other cities to research and evaluate non-traditional partnerships and models used</li> <li>• Evaluate use of consultants to pursue potential grant funding opportunities.</li> <li>• Obtain 3 or 4 other grant writing companies to compare and select one, including a meeting with Omar Hernandez, grant consultant.</li> </ul>
<p><b>Challenges / Action Plans</b></p> <ul style="list-style-type: none"> <li>• Lack of available federal, state, and local funding</li> <li>• City staff resources</li> <li>• Partnerships with the local chamber to encourage “buy local” and business to business strategies.</li> <li>• Develop materials, including a website marketing the City of Commerce as a location for filming, possibly in conjunction with local commercial realtors/developers.</li> </ul>	<p><b>Additional Information</b></p> <ul style="list-style-type: none"> <li>• Past non-traditional partnership – Commerce Child Care Development Center – Joint Partnership between the City, YMCA and the Industrial Council. Proposition 10: Cigarette Tax</li> </ul>

**PROJECT STATUS UPDATE**

**Project Name 2:** Grow Revenues  
**Date of Update:** 07/17/2012  
**Project Objective 2D:** Review and update services and activities to increase efficiency  
**Project Leader(s):** Josh Brooks  
**Estm'd Comp. Date:** **Target Date: 07/10/2012**  
**Status:** Project on-track.

<p><b>Key Accomplishments</b></p> <ul style="list-style-type: none"> <li>• The RFP and Staff report have been drafted</li> </ul>	<p><b>Upcoming Milestones</b></p> <ul style="list-style-type: none"> <li>• Item will be discussed at special meeting regarding the strategic plan on November 13, 2012.</li> <li>• The Interim HR Director will connect with the Finance Director on this item.</li> </ul>
<p><b>Challenges / Action Plans</b></p> <ul style="list-style-type: none"> <li>• n/a</li> </ul>	<p><b>Additional Information</b></p> <ul style="list-style-type: none"> <li>• n/a</li> </ul>

## PROJECT STATUS UPDATE

**Project Name 2:** Grow Revenues

**Date of Update:** 07/17/2012

**Project Objective 2E:** Review Fee structure (i.e. permits all areas)

**Project Leader(s):** Scott Wasserman, Alex Hamilton

**Estm'd Comp. Date:** 8/15/2012

**Target Date:** 08/15/2012

**Status:** Project completed

<p><b>Key Accomplishments</b></p> <ul style="list-style-type: none"> <li>• Conducted planning meeting to discuss approach to conducting a new fee study in all areas</li> <li>• Project completed September 6, 2012.</li> </ul>	<p><b>Upcoming Milestones</b></p> <ul style="list-style-type: none"> <li>• By July 11, 2012 – Will meet with other departments to coordinate their portion of the fee study</li> <li>• By August 1, 2012 – Project coordinators to receive preliminary fee status updates from other departments</li> </ul>
<p><b>Challenges / Action Plans</b></p> <ul style="list-style-type: none"> <li>• Timing of Fee Schedules in conjunction with budget process</li> </ul>	<p><b>Additional Information</b></p> <ul style="list-style-type: none"> <li>• n/a</li> </ul>

## PROJECT STATUS UPDATE

**Project Name 3:** Improve and maintain infrastructure and beautify our community

**Date of Update:** 07/17/2012

**Project Objective 3A:** Develop comprehensive strategic infrastructure and beautification plan (including vision, landscape blueprint, assessment of fiscal policy impact; contingencies)

**Project Leader(s):** Danilo Batson, Alex Hamilton, Robert Lipton, Jason Stinnett, Ivan Altamirano

**Estm'd Comp. Date:**

**Target Date:** 12/10/2012

**Status:** Project on-track.

<p><b>Key Accomplishments</b></p> <ul style="list-style-type: none"> <li>• Working directly with Caltrans and BNSF to address clean-up areas</li> <li>• Began landscape median inventory</li> <li>• Obtained on/off ramp landscape design from Caltrans, and secured Citadel participation</li> <li>• Painted BNSF railroad bridge over I-5 Freeway</li> <li>• Installation of bus shelters</li> <li>• Landscaped lot at the corner of Jardine/Astor</li> <li>• Met with KCB on other beautification efforts.</li> <li>• Proceeding with 2012 holiday decorations</li> <li>• Engineer/landscape architect for Washington Blvd are working on beautification elements of the project.</li> <li>• Teamed up with Citadel on clean up of Telegraph, Hoefner, Smithway, Tubeway and adjacent properties.</li> <li>• Obtained info on Adopt-the-Street Program</li> </ul>	<p><b>Upcoming Milestones</b></p> <ul style="list-style-type: none"> <li>• Partnership with Steve Craig to plant bougainvilleas at key locations throughout the city</li> <li>• By 8/7/12 – Identify/Inventory Beautification Locations</li> <li>• By 10/19/12 – Develop Action Plan</li> <li>• By 11/19/12 – Submit Plan to City Administrator</li> <li>• By 12/10/12 – Present Final Plan to City Council</li> </ul>
<p><b>Challenges / Action Plans</b></p> <ul style="list-style-type: none"> <li>• Areas in need of irrigation and electrical systems</li> <li>• Coordination and feedback from outside agencies</li> </ul>	<p><b>Additional Information</b></p> <ul style="list-style-type: none"> <li>• n/a</li> </ul>



## PROJECT STATUS UPDATE

**Project Name 3:** Improve and maintain infrastructure and beautify our community

**Date of Update:** 07/17/2012

**Project Objective 3C:** Enhance signage in the City of Commerce and within City Hall Building

**Project Leader(s):** Jason Stinnett, Fernando Mendoza, Ivan Altamirano

**Estm'd Comp. Date:** 11/2012

**Target Date:** 7/1/2012

**Status:** Project on-track.

<p><b>Key Accomplishments</b></p> <ul style="list-style-type: none"> <li>• Modern interior department signs created for City Hall wing</li> <li>• The Graphics Division has implemented a new design element standard that will provide for a more uniform image throughout the organization (i.e. branding)</li> </ul>	<p><b>Upcoming Milestones</b></p> <ul style="list-style-type: none"> <li>• Update some exterior signage with new design element at the City Hall Complex (EOC exterior sign).</li> </ul>
<p><b>Challenges / Action Plans</b></p> <ul style="list-style-type: none"> <li>• Funding for exterior signage</li> </ul>	<p><b>Additional Information</b></p> <ul style="list-style-type: none"> <li>• n/a</li> </ul>



## PROJECT STATUS UPDATE

**Project Name 3:** Improve and maintain infrastructure and beautify our community

**Date of Update:** 07/17/2012

**Project Objective 3D:** Seek partnerships (i.e.; new sidewalks; tree sponsorships; on-off ramps sponsorship)

**Project Leader(s):** Danilo Batson, Robert Lipton, Ivan Altamirano

**Estm'd Comp. Date:** 10/10/12

**Target Date:** 10/10/2012

**Status:** Project on-track.

<p><b>Key Accomplishments</b></p> <ul style="list-style-type: none"> <li>• Identified potential areas for Business Improvement Districts (BID)</li> <li>• Identified potential partners</li> <li>• Obtained on/off ramp landscape design from Caltrans, and secured Citadel participation.</li> <li>• Steve Craig providing a plant design for off-ramps in Commerce.</li> <li>• Casino providing more TLC on Telegraph on-ramp across from their property.</li> <li>• Working with Caltrans on the ramp extension encroaching onto Bandini Park.</li> <li>• Staff obtained Caltrans litter abatement permit to clean certain on/off ramps in Commerce.</li> </ul>	<p><b>Upcoming Milestones</b></p> <ul style="list-style-type: none"> <li>• By 7/24/12 – Kick-off Meeting</li> <li>• By 7/24/12 – Establish Regular Meeting</li> <li>• By 8/07/12 – Identify List of Potential Partners</li> <li>• By 11/05/12 – Develop Action Plan</li> <li>• By 11/15/12 – Submit Plan to City Administrator</li> <li>• By 12/10/12 – Present Final Plan to City Council</li> </ul>
<p><b>Challenges / Action Plans</b></p> <ul style="list-style-type: none"> <li>• Coordination and feedback from outside agencies/businesses (Caltrans, etc).</li> </ul>	<p><b>Additional Information</b></p> <ul style="list-style-type: none"> <li>• Revised schedule</li> </ul>

## PROJECT STATUS UPDATE

**Project Name 4:** Develop a tangible environmental mitigation plan

**Date of Update:** 07/17/2012

**Project Objective 4A:** Continue analyzing feasibility of green zones

**Project Leader(s):** Alex Hamilton, Matt Marquez

**Estm'd Comp. Date:** December 2013      **Target Date:** 7/17/2012

**Status:** Project on-track.

<p><b>Key Accomplishments</b></p> <ul style="list-style-type: none"> <li>• Kick-off meeting with core team (Eastyards, Staff, EOA, &amp; MIG) set for July 11, 2012</li> <li>• Initiative: goals and objectives established</li> </ul>	<p><b>Upcoming Milestones</b></p> <ul style="list-style-type: none"> <li>• Stakeholder identification &amp; outreach.</li> <li>• Kick off meeting with Stakeholders by August 2012.</li> </ul>
<p><b>Challenges / Action Plans</b></p> <ul style="list-style-type: none"> <li>• n/a</li> </ul>	<p><b>Additional Information</b></p> <ul style="list-style-type: none"> <li>• n/a</li> </ul>

## PROJECT STATUS UPDATE

**Project Name 4:** Develop a tangible environmental mitigation plan

**Date of Update:** 07/17/2012

**Project Objective 4B:** Improve housing stock – Environmental retrofit (i.e.; Ayers/Astor Avenue. Explore funding sources

**Project Leader(s):** Alex Hamilton

**Estm'd Comp. Date:** Fall 2012

**Target Date:** 9/10/2012

**Status:** Project on-track.

<p><b>Key Accomplishments</b></p> <ul style="list-style-type: none"> <li>• Ongoing research for grant funds for housing/environmental rehabilitation.</li> </ul>	<p><b>Upcoming Milestones</b></p> <ul style="list-style-type: none"> <li>• By September 10, 2012 report to City Council on funding sources/options.</li> <li>• Communication with Assemblymember Ricardo Lara to present special legislation</li> </ul>
<p><b>Challenges / Action Plans</b></p> <ul style="list-style-type: none"> <li>• Serious funding constraints caused by uncertain State conditions relating to the dissolution of redevelopment (AB1X26 &amp; AB1484). If Commerce can retain housing funds, then programs may be implemented. If not, there are significant funding limitations through other grant funds.</li> </ul>	<p><b>Additional Information</b></p> <ul style="list-style-type: none"> <li>• n/a</li> </ul>



**PROJECT STATUS UPDATE**

**Project Name 4:** Develop a tangible environmental mitigation plan

**Date of Update:** 07/17/2012

**Project Objective 4D:** Pursue mitigation of intermodal impact (through legislation, political connections, new revenues, partnerships with key stakeholders; pollution tax viability; legislative updates)

**Project Leader(s):** Fernando Mendoza, Vilko Domic, Claude McFerguson, Jason Stinnett, Ivan Altamirano

**Estm'd Comp. Date:**

**Target Date: 9/10/2012**

**Status:** Project on-track.

<p><b>Key Accomplishments</b></p> <ul style="list-style-type: none"> <li>• Commerce will continue to be engaged in rail yard and diesel emission reduction discussions at the state and local level (i.e., CARB, SCAQMD)</li> <li>• Commerce employees met 2012 AQMD Average Vehicle Ridership(AVR) resulting in reduced traffic and improving air quality/pollution</li> <li>• On July 5, 2012, CARB certified that the City is in compliance with both the PM and NOx emissions requirements for the Urban Bus and Transit Fleet Vehicle portions of the Transit Fleet Rule.</li> <li>• Held meeting with Congresswoman Roybal-Allard on goods movement impact I-710 Project comment letter submitted to Caltrans</li> <li>• City recently received notification of a Federal Grant award in the amount of \$253K, which shall be used to mitigate startup cost for the new Citadel route</li> </ul>	<p><b>Upcoming Milestones</b></p> <ul style="list-style-type: none"> <li>• By August 9, 2012, Project Team members will meet to discuss strategies for mitigating intermodal impacts.</li> <li>• City receives payment (Nov. 2012) of \$253K towards new transit service (Citadel Express)</li> <li>• City shall use part of the \$253K towards accommodating service demands at the Commerce 26<sup>th</sup> Street Metrolink station</li> </ul>
<p><b>Challenges / Action Plans</b></p> <ul style="list-style-type: none"> <li>- Interstate Commerce (federal regulation) preemption on state and local laws</li> </ul>	<p><b>Additional Information</b></p> <ul style="list-style-type: none"> <li>• n/a</li> </ul>

## PROJECT STATUS UPDATE

**Project Name 4:** Develop a tangible environmental mitigation plan

**Date of Update:** 07/17/2012

**Project Objective 4E:** Explore regional growth strategy; Enhance regional representation for Commerce voice

**Project Leader(s):** Alex Hamilton, Jason Stinnett, Fernando Mendoza

**Estm'd Comp. Date:** Fall 2012 and ongoing      **Target Date:** 9/10/2012

**Status:** Project on-track.

<b>Key Accomplishments</b> <ul style="list-style-type: none"><li>• Commerce has a voice through ongoing lobbying efforts by staff and lobbyist.</li></ul>	<b>Upcoming Milestones</b>
<b>Challenges / Action Plans</b> <ul style="list-style-type: none"><li>• This will take a prolonged lobbying effort to insure Commerce has a voice.</li></ul>	<b>Additional Information</b> <ul style="list-style-type: none"><li>• n/a</li></ul>

## PROJECT STATUS UPDATE

**Project Name 4:** Develop a tangible environmental mitigation plan

**Date of Update:** 07/17/2012

**Project Objective 4F:** Establish plan to enhance relationship with railroads

**Project Leader(s):** Tina Baca Del-Rio, Lilia Leon (Jorge Rifa, Alex Hamilton, Fernando Mendoza)

**Estm'd Comp. Date:**

**Target Date:** 6/7/2012

**Status:** Project on-track.

<b>Key Accomplishments</b> <ul style="list-style-type: none"><li>• Meetings are held quarterly with UPRR</li><li>• Secured BNSF's cooperation on key clean-up projects</li></ul>	<b>Upcoming Milestones</b> <ul style="list-style-type: none"><li>• Explore BNSF quarterly meetings</li><li>• BNSF fuel sales tax discussions</li></ul>
<b>Challenges / Action Plans</b> <ul style="list-style-type: none"><li>• n/a</li></ul>	<b>Additional Information</b> <ul style="list-style-type: none"><li>• n/a</li></ul>

## PROJECT STATUS UPDATE

**Project Name 5:** Implement strategic communication plan for all key stakeholders

**Date of Update:** 07/17/2012

**Project Objective 5A:** Develop communication plan utilizing and enhancing existing communication platforms to communicate key issues—beyond crime—important to city. Communicate successes and what we are doing;

**Project Leader(s):** Jason Stinnett, Laura Tilley, Beatriz Sarmiento, Loretta Gutierrez, Fernando Mendoza, Denise Robles

**Estm'd Comp. Date:**

**Target Date:** 10/8/2012

**Status:** Project on-track.

<p><b>Key Accomplishments</b></p> <ul style="list-style-type: none"> <li>• Interactive sites like Facebook and Twitter are being used more effectively by staff as mediums for communication.</li> <li>• Use of TV monitor at main City Hall entrance to promote and communicate key information.</li> <li>• Established business community coverage in the RTP on a consistent basis (enhances existing platform)</li> <li>• Utilized the Citadel and Hyundai digital media signs (new communications platforms) to increase and enhance communication.</li> <li>• Enhanced content in the Industrial Council's bi-annual publication "Focus on Business."</li> <li>• Monitors at all circulation desks at each library display programs and services</li> </ul>	<p><b>Upcoming Milestones</b></p> <ul style="list-style-type: none"> <li>• Use of Cable to develop short news reports</li> </ul>
<p><b>Challenges / Action Plans</b></p> <ul style="list-style-type: none"> <li>• Limited bandwidth in City Hall creates inefficiencies when dealing with web based social media and City website updates.</li> </ul>	<p><b>Additional Information</b></p> <ul style="list-style-type: none"> <li>• n/a</li> </ul>



## PROJECT STATUS UPDATE

**Project Name 5:** Implement strategic communication plan for all key stakeholders

**Date of Update:** 07/17/2012

**Project Objective 5B:** Create bilingual communication plan

**Project Leader(s):** Scott Wasserman, Beatriz Sarmiento

**Estm'd Comp. Date:** 10/1/2012

**Target Date:** 8/1/2012

**Status:** Project complete.

<p><b>Key Accomplishments</b></p> <ul style="list-style-type: none"> <li>• Conducted planning meeting to discuss what materials or mode of bilingual communication would be most effective</li> <li>• Discussed priorities and listed oral Spanish communication as first priority</li> <li>• Prepared written summary for Council, describing the organization's current capacity to communicate with Spanish speakers and additional measures that can improve communication with Spanish speakers, as part of a broader bilingual communication plan.</li> </ul>	<p><b>Upcoming Milestones</b></p> <ul style="list-style-type: none"> <li>• By July 2012- Talk to Department Heads about looking at their department's staff for bilingual speakers</li> </ul>
<p><b>Challenges / Action Plans</b></p> <ul style="list-style-type: none"> <li>- Looking at existing staff members in each department for bilingual speakers who can accurately translate orally.</li> <li>- Having staff members at community events to translate may pose shortage of staff at their respective facilities.</li> </ul>	<p><b>Additional Information</b></p> <ul style="list-style-type: none"> <li>• Looking at the Neighborhood Watch model and going out to speak to the community in Spanish about existing programs and services.</li> </ul>

## PROJECT STATUS UPDATE

**Project Name 5:** Implement strategic communication plan for all key stakeholders

**Date of Update:** 07/17/2012

**Project Objective 5C:** Update and publish Master Calendar

**Project Leader(s):** Al Vela, Rebecca Kuhn

**Estm'd Comp. Date:**

**Target Date:** 6/25/2012

**Status:** Project on-track.

<p><b>Key Accomplishments</b></p> <ul style="list-style-type: none"> <li>• Project "Overview Calendar" is completed and is ready to be implemented on Council iPhones and iPads.</li> </ul>	<p><b>Upcoming Milestones</b></p> <ul style="list-style-type: none"> <li>• Training to be provided by the IT Division in accordance with individual councilmember availability</li> </ul>
<p><b>Challenges / Action Plans</b></p> <ul style="list-style-type: none"> <li>• Software application between Apple and Microsoft Suite have different operating platforms and different degrees of compatibility</li> <li>• Possible expansion of viewing in Administration Conference Room in mid-November</li> </ul>	<p><b>Additional Information</b></p> <ul style="list-style-type: none"> <li>• n/a</li> </ul>

## PROJECT STATUS UPDATE

**Project Name 5:** Implement strategic communication plan for all key stakeholders

**Date of Update:** 07/17/2012

**Project Objective 5D:** Provide the Council and promote evaluation forms for programs and services

**Project Leader(s):** Scott Wasserman

**Estm'd Comp. Date:**

**Target Date:** 6/25/2012

**Status:** Project ongoing.

<p><b>Key Accomplishments</b></p> <ul style="list-style-type: none"> <li>• The Parks and Recreation Department provided Council with the program evaluation from Cinco De Mayo on June 28, 2012 via email and a subsequent CRF.</li> <li>• Evaluations for the city's dance program were forwarded to Council on September 19, 2012.</li> </ul>	<p><b>Upcoming Milestones</b></p> <ul style="list-style-type: none"> <li>• The Parks and Recreation Department will provide the event evaluation for the Independence Day Celebration when the evaluation process is complete.</li> </ul>
<p><b>Challenges / Action Plans</b></p> <ul style="list-style-type: none"> <li>• n/a</li> </ul>	<p><b>Additional Information</b></p> <p>The Parks and Recreation Department will provide additional program evaluations and results from parent surveys, as they are completed.</p>

## PROJECT STATUS UPDATE

**Project Name 5:** Implement strategic communication plan for all key stakeholders

**Date of Update:** 07/17/2012

**Project Objective 5E:** Develop a community committee to include neighboring cities and stakeholders to discuss/assess areas of concern

**Project Leader(s):** Ivan Altamirano, Tina Baca Del-Rio, Fernando Mendoza

**Estm'd Comp. Date:**

**Target Date:** 6/26/2012

**Status:** Project on-track.

<p><b>Key Accomplishments</b></p> <ul style="list-style-type: none"> <li>• Departments and City Council are actively participating on the following regional and local collaborative committees: <ul style="list-style-type: none"> <li>League of California Cities</li> <li>Gaming Cities</li> <li>Gateway Council of Governments</li> <li>Homeless Committee</li> <li>I-5 Consortium</li> <li>I-710 Project Committee</li> <li>Southeast Water Coalition</li> <li>Municipal Transit Operators Committee</li> </ul> </li> <li>• Some Departments participate in regional and local committee meetings</li> </ul>	<p><b>Upcoming Milestones</b></p> <ul style="list-style-type: none"> <li>• n/a</li> </ul>
<p><b>Challenges / Action Plans</b></p> <ul style="list-style-type: none"> <li>• City is well represented and actively participating in a regional network of cities</li> </ul>	<p><b>Additional Information</b></p> <ul style="list-style-type: none"> <li>• n/a</li> </ul>

## PROJECT STATUS UPDATE

**Project Name 6:** Establish protocol to ensure decision making and evaluation processes for new ideas are clear and timely.

**Date of Update:** 07/17/2012

**Project Objective 6A:** Establish Council subcommittee to meet with senior management committee to establish criteria

**Project Leader(s):** Joe Aguilar, Loretta Gutierrez, Beatriz Sarmiento, Jorge Rifa

**Estm'd Comp. Date:**

**Target Date:** 7/10/2012

**Status:** Project on-track.

<p><b>Key Accomplishments</b></p> <ul style="list-style-type: none"> <li>• Discussions underway on how to improve communication</li> </ul>	<p><b>Upcoming Milestones</b></p> <ul style="list-style-type: none"> <li>• November 13, 2012 Council Workshop</li> </ul>
<p><b>Challenges / Action Plans</b></p> <ul style="list-style-type: none"> <li>• Consideration to consolidating the following goals because of their interrelatedness</li> </ul>	<p><b>Additional Information</b></p> <ul style="list-style-type: none"> <li>• n/a</li> </ul>

## PROJECT STATUS UPDATE

**Project Name 6:** Establish protocol to ensure decision making and evaluation processes for new ideas are clear and timely.

**Date of Update:** 07/17/2012

**Project Objective 6B:** City Council suggestion box/process (internal and external)

**Project Leader(s):** Tina Baca Del-Rio, Denise Robles, Fernando Mendoza

**Estm'd Comp. Date:**

**Target Date:** 7/10/2012

**Status:** Project on-track.

<p><b>Key Accomplishments</b></p> <ul style="list-style-type: none"> <li>On-line City Council Suggestion Box drafted. Implementation process reviewed with Council Team members</li> </ul>	<p><b>Upcoming Milestones</b></p> <ul style="list-style-type: none"> <li>City Council approval to activate the website Suggestion Box</li> </ul>
<p><b>Challenges / <u>Action Plans</u></b></p> <ul style="list-style-type: none"> <li>E-mails received via the online Suggestion Box will be screened by Admin, forward to Council and the respective department.</li> <li>Council will receive submitted suggestions on a weekly basis and only discuss viable suggestions.</li> </ul>	<p><b>Additional Information</b></p> <ul style="list-style-type: none"> <li>n/a</li> </ul>

## PROJECT STATUS UPDATE

**Project Name 6:** Establish protocol to ensure decision making and evaluation processes for new ideas are clear and timely.

**Date of Update:** 07/17/2012

**Project Objective 6C:** Communicate proper chain of command to Council (Clear communication in both directions)

**Project Leader(s):** Eduardo Olivo, Linda Olivieri

**Estm'd Comp. Date:**

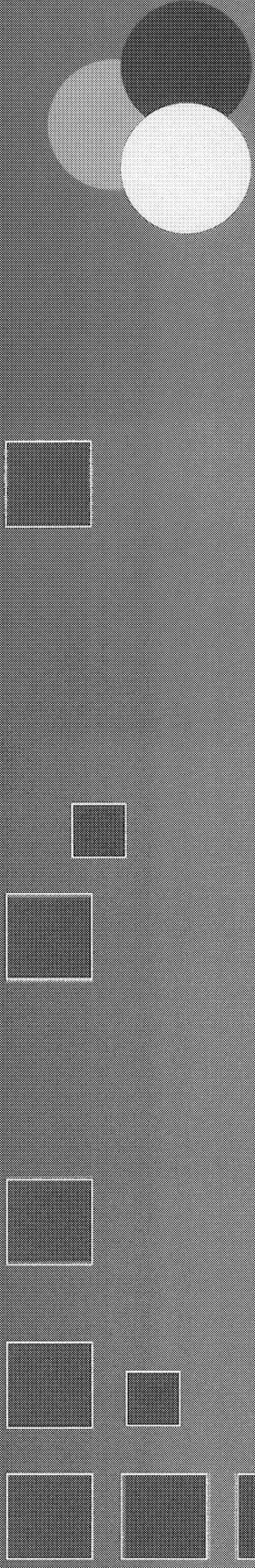
**Target Date:** 7/10/2012

**Status:** Project on-track.

<p><b>Key Accomplishments</b></p> <ul style="list-style-type: none"> <li>Chain of Command Policy III-1 adopted by City Council on Jan 6, 2009</li> </ul>	<p><b>Upcoming Milestones</b></p> <ul style="list-style-type: none"> <li>Review and communicate existing Chain of Command Policy</li> </ul>
<p><b>Challenges / Action Plans</b></p> <ul style="list-style-type: none"> <li>n/a</li> </ul>	<p><b>Additional Information</b></p> <ul style="list-style-type: none"> <li>n/a</li> </ul>

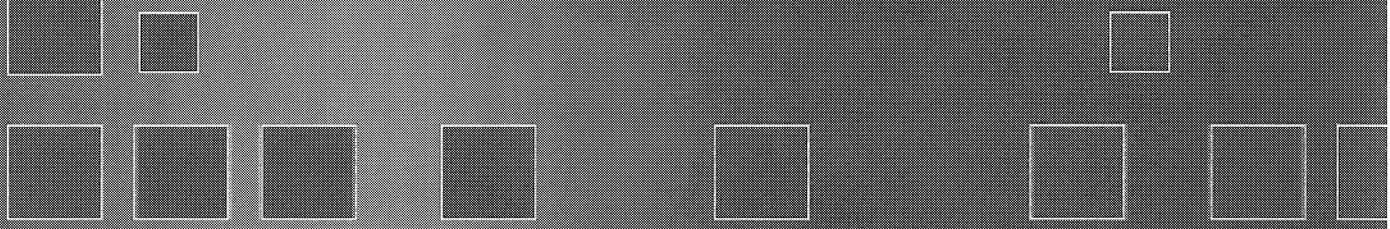


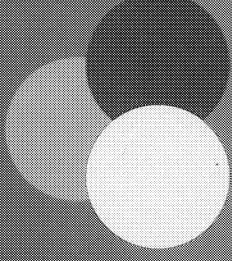
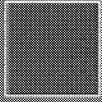
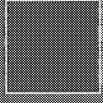
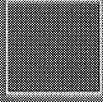
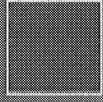
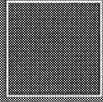
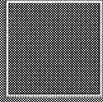




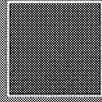
# 2012 Strategic Goals Report

City of Commerce  
November 13, 2012

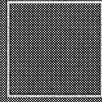




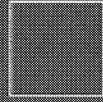
## Identified Strategic Goals



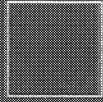
- Implement Staff Development

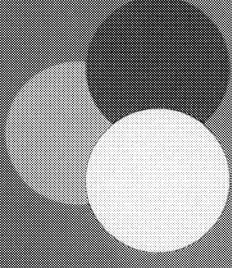
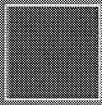
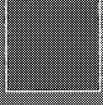
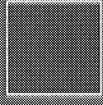
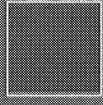
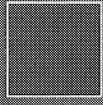
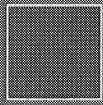


- Grow revenues to ensure all expenses are being met so that we can remain fiscally responsible and continue to provide services to the residents

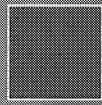


- Improve and maintain infrastructure and beautify our community

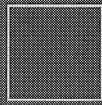




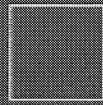
## Identified Strategic Goals



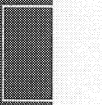
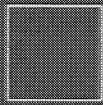
- Develop a tangible environmental mitigation plan

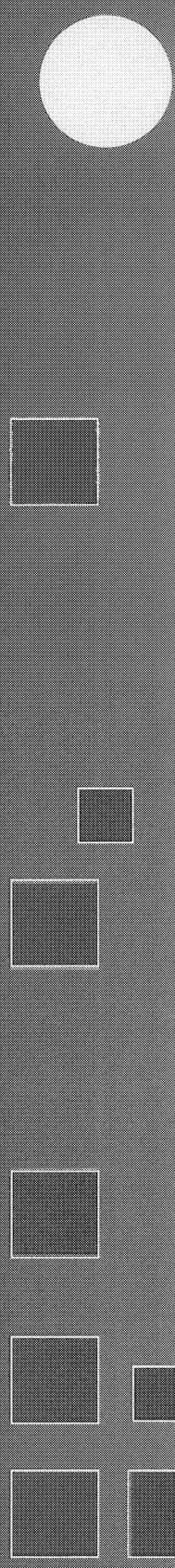


- Implement strategic communication plan for all key stakeholders



- Establish protocol to ensure decision making and evaluation process for new ideas are clear and timely





# Implement Staff Development

- 1A: Council ongoing meetings with Departments
- 1B: Departments collaborating with each other on training and/or learning opportunities
- 1C: Secret Shopper Program being finalized to present to Council.
- 1D: Identified existing education and career programs/resources for employees
- 1E: City's Value Statement redesigned and posted
- 1F: Successful employee recognition program held in March
- 1G: Implemented Performance Evaluation Tracking System
- 1H: Departments identified all non-mandated and mandated employee training



## Grow Revenues

2A: In receipt of bid proposals from audit firms to perform transient occupancy tax audit on hotels in the City

2B: Created and enhanced existing marketing material

2C: Federal funds used for Citadel Outlets Express Shuttle

2D: Review and update services and activities to increase efficiency [*City Administrator to review with Council upon his return.*]

2E: Fee Structure Review (i.e. permits all areas) project completed

# Improve and Maintain Infrastructure and Beautify our Community

- 3A: Staff to present final comprehensive strategic infrastructure and beautification plan to Council in December
- 3B: Recently received notification of federal grant award in the amount of \$253,000, to be used to mitigate express shuttle costs
- 3C: New sign design element created to provide uniformity throughout the organization
- 3D: Staff has identified potential partners and will present the Council with a final plan in December



## Develop a Tangible Environmental Mitigation Plan

4A: Green Zone Stakeholder group established goals and objectives

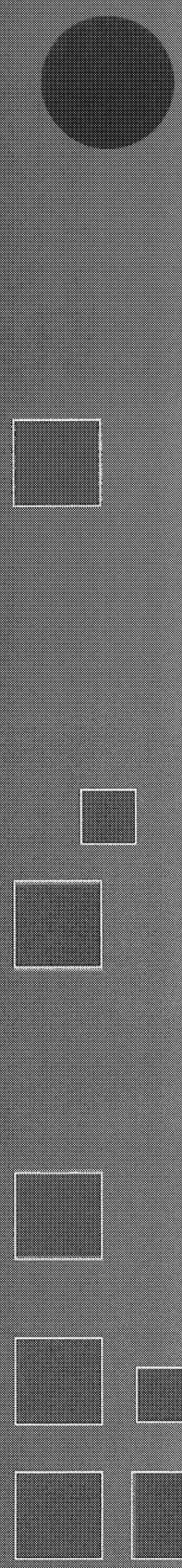
4B: Ongoing research for grant funds for housing / environmental rehabilitation

4C: Tree plan for environmental mitigation to be presented to Council in December

4D: Federal grant in the amount of \$253K to be used for Citadel Express Shuttle and 26<sup>th</sup> St. Metrolink Station

4E: Commerce has a voice on regional growth strategy issues through existing lobbying efforts

4F: Meetings held quarterly with UPRR, and secured BNSF cooperation on key clean-up projects



## Implement Strategic Communication Plan for all Key Stakeholders

5A: Utilizing and enhancing existing communication platforms (i.e., Facebook, City Hall TV monitor, Library monitors, and Citadel and Hyundai displays)

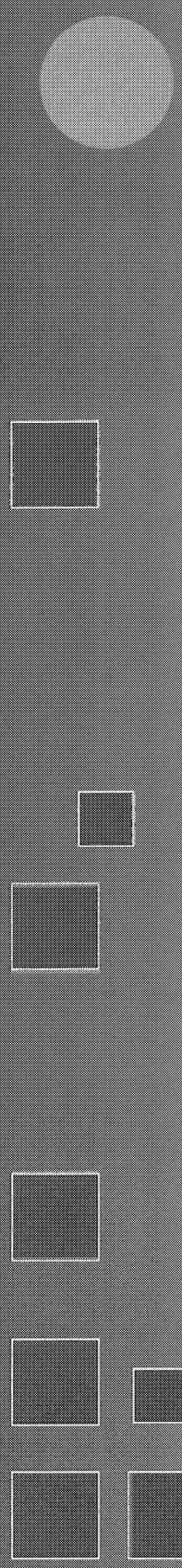
5B: Prepared written summary for Council on bilingual communication and the organization's current capacity

5C: Project "Overview Calendar" is completed and ready for implementation on Council iPhones and iPads

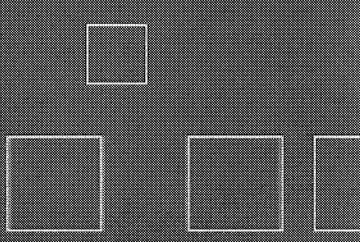
5D: Park program evaluations provided to Council

5E: Departments and City Council actively participate in key regional and local collaborative committees





## Establish Protocol to Ensure Decision Making and Evaluation Processes for New Ideas are Clear and Timely

- 6A: Staff recommends the consolidation of strategic goal 6A and 6B because of their interrelatedness
  - 6B: City Website Suggestion Box completed and ready for activation
  - 6C: Chain of Command Policy III-1 adopted by City Council on Jan. 6, 2009
- 

## Quote of the day:

*"People often say that motivation doesn't last, well neither does bathing. That's why we recommend it daily."*

Zig Ziglar



# AGENDA REPORT

MEETING DATE: February 5, 2013

TO: HONORABLE CITY COUNCIL  
 FROM: CITY ADMINISTRATOR  
 SUBJECT: FISCAL YEAR 2012/13 CAPITAL IMPROVEMENT PROGRAM UPDATE  
 RECOMMENDATION:

Consider for receipt and filing, and take appropriate action as deemed necessary with respect to the status report on the FY 2012/13 Capital Improvement Program.

MOTION:

Move to approve recommendation.

BACKGROUND/ANALYSIS:

On June 19, 2012, the City Council approved the Fiscal Year 2012/13 Capital Improvement Program Budget. The approved budget includes 4 transportation-related projects and 18 general fund related projects as shown on Table 1 & Table 2.

**TABLE 1 – TRANSPORTATION & SPECIAL PROJECT FUNDS APPROVED PROJECTS**

Project Consultant (Mobility Advancement)	\$ 45,000
Commerce MetroLink Station Improvement	\$ 250,000
Replace Bus Washer	\$ 317,467
Telegraph Road Street Improvement (MTA Measure R)	\$2,004,000
TOTAL	\$2,616,467

**TABLE 2 – GENERAL FUNDS & OTHER SOURCES APPROVED PROJECTS**

Street Reconstruction (Rosini Residential)	\$ 2,000,000
Street Reconstruction (Bristow Residential / East of I-710 FWY)	\$ 805,000
Safe Route to School (Cycle 7)	\$ 57,210
Railroad Crossing Improvements (HSIP Cycle 4 Grant)	\$ 56,000
Resident Card System and Services Tracking Program	\$ 113,000
Camp Commerce Water Line Improvements	\$ 130,000
Camp Commerce Driveway Improvements	\$ 40,000
Geotechnical Analysis Camp Commerce Snow Drop	\$ 30,000
Supplemental Filtration and Replastering (Small Pool)	\$ 150,000
Emergency System Upgrade	\$ 30,000
Emergency Dispenser/Fuel Line	\$ 65,000
City Hall Security/Electronic Card System	\$ 100,000
Teen Center Improvements	\$ 100,000
Municipal Code Update	\$ 45,000
Greenwood Library Improvements	\$ 28,300
Construction Management Services (Swinerton)	\$ 146,827
Engineering Services (Transtech)	\$ 63,000
Project Consultant (Tierra West)	\$ 87,000
TOTAL	\$4,046,969

Today's agenda includes City Council action on the following projects:

- 1) Construction of New Emergency Operations Center

Staff continues to work diligently on the implementation of this year's Capital Improvement Program. Attached is a spreadsheet with updates on all projects. Projects with significant changes/accomplishments are indicated with an asterisk.

**FISCAL IMPACT:**

The proposed activities can be carried out at this time without additional impact on the current operating budget, as funding for this activity has been approved and included in the FY 2012/13 Capital Improvement Program Budget.

**RELATIONSHIP TO 2012 STRATEGIC GOALS:**

The issue before the Council is applicable to the following Council's strategic goal: *"Improve and maintain infrastructure and beautify our community"* as identified in the 2012 Strategic Plan.

Respectfully submitted,



Jorge Rifa  
City Administrator

Prepared and recommended by:



Danilo Batson  
Assistant Director of Public Services

Fiscal impact reviewed by:



Vilko Domic  
Director of Finance

Approved as to form:



Eduardo Olivo  
City Attorney

File: 2012 City Council Agenda Reports  
FY 2012/13 Capital Improvement Program – Agenda Reports

**FY 2012/13 TRANSPORTATION & SPECIAL PROJECT FUNDS PROJECTS**

<b>PROJECT NAME</b>	<b>BUDGET</b>	<b>STATUS</b>
PROJECT CONSULTANT (MOBILITY ADVANCEMENT)	\$ 45,000	Mobility Advancement is providing consultation services and assistance to Transportation on various grants and transit related projects.
COMMERCE METROLINK STATION IMPROVEMENT	\$ 327,792	Staff met the Project Engineer to discuss additional work as a result of the Feb. 2012 train derailment.
REPLACE BUS WASHER	\$ 317,467	City Council approved contract with NS Corporation for these improvements on 10/16/12. On 12/6/12, The contractor has began demolition of the current system.
TELEGRAPH ROAD STREET IMPROVEMENT (MTA MEASURE R)	\$ 2,004,000	City Council approved RFP for various Professional Services (engineering, construction management, materials testing and public works inspection) on 11/5/12. Actual funds available from I-5 JPA is \$1,800,000 for this project of which 40% soft-cost & 60% construction cost. A Notice Inviting Sealed Proposals has been issued.
PAINT TRANSPORTATION DEPARTMENT BUILDING	\$ 90,000	PHASE I - PAINTING OF INTERIOR OFFICES AND BUILDING EXTERIOR COMPLETED AND WORK ACCEPTED BY CITY COUNCIL ON 8/6/12. City Council to award PHASE II - Painting of Garage Interior on 9/4/12. Garage painting is tentatively schedule to begin mid-December 2012.
BUS STOPS -- CITYWIDE	\$ 500,000	IMPROVEMENTS COMPLETED AND CITY COUNCIL ACCEPTED WORK ON 12/04/12.
REPLACE HEAVY VEHICLE LIFT (TRANSPORTATION)	\$ 120,000	IMPROVEMENTS COMPLETED AND CITY COUNCIL ACCEPTED WORK ON 12/18/12.
	<b>\$ 3,404,259</b>	

**TIER I - FY 2010/11 CIP APPROVED AND FUNDED PROJECTS (TRANSPORTATION & SPECIAL PROJECTS)**

<b>PROJECT NAME</b>	<b>BUDGET</b>	<b>STATUS</b>
STREET RECONSTRUCTION (ROSINI/ROSEWOOD RESIDENTIAL)	\$ 2,000,000	After a holiday break, design to eliminate construction during the holidays, the contractor has returned to continue with the required street repairs. Work is tentative schedule to end the first week in February 2013, weather permits.
STREET RECONSTRUCTION (BRISTOW RESIDENTIAL)	\$ 805,000	The PS&E have been approved by LA County. City Council to approve PS&E and authorize staff to advertise for sealed bids on 01/15/13, bids are due on Feb. 15, 2013.

SAFE ROUTE TO SCHOOL (CYCLE 7)	\$ 57,210	Project has beend modified due to the closure of Laguna Nueva. Project will begin after the completion of repairs on Harbor Street, Commerce Way, etc. (part of Rosin/Rosewood Street Rehabilitation Project). On 12/18.12, City Council approved project modifications, which includes additional improvements at Bandini and Rosewood Park schools.
RAILROAD CROSSING IMPROVEMENTS (HSIP CYCLE 4 GRANT)	\$ 56,000	Awaiting MOU Agreement with Caltrans.
RESIDENT CARD SYSTEM AND SERVICES TRACKING PROGRAM	\$ 113,000	IT is on standby until Parks & Recreation replaces all the resident's old ID cards with the updated version that will work with our tracking software. Parks and Recreation indicated that they were on schedule to complete the change-over by November 2012.
CAMP COMMERCE WATER LINE IMPROVEMENTS	\$ 130,000	Engineer has submitted 90% plans for Water Line Improvements and Driveway Improvements. Staff to review next week and provide comments. Survey for the new block wall has been completed the survey will be used by an engineer to complete the plans necessary for San Bernardino County to approve the construction.
CAMP COMMERCE DRIVEWAY IMPROVEMENTS	\$ 40,000	
GEOTECHNICAL ANALYSIS CAMP COMMERCE SNOW DROP	\$ 30,000	
SUPPLEMENTAL FILTRATION AND REPLASTERING (SMALL POOL)	\$ 150,000	Aquatic Design Group has submitted a 90% design plan for staff review and approval.
EMERGENCY SYSTEM UPGRADE	\$ 30,000	Staff will begin work on this project in January 2013.
EMERGENCY DISPENSER/FUEL LINE	\$ 65,000	Staff will begin work on this project in January 2013.
CITY HALL SECURITY/ELECTRONIC CARD SYSTEM	\$ 100,000	Staff has completed a draft RFP for this project and a preliminary plan showing all the locations of doors to be secured with card system. Staff will bring the RFP for City Council approval and issuance in February 2013.
TEEN CENTER IMPROVEMENTS	\$ 100,000	Staff met on 11/20/12 to dicuss project priorities and scheduling.
MUNICIPAL CODE UPDATE	\$ 45,000	The current Municipal Code is now avaiable online at the City Website. Staff is currently working on text revisions to the Municipal Code.
GREENWOOD LIBRARY IMPROVEMENTS	\$ 28,300	Staff has obtained 4 proposals for this work and submit them to Purchasing to issue P.O. to lowest bidder. Work will begin after the holidays.
CONSTRUCTION MANAGEMENT SERVICES (SWINERTON)	\$ 146,827	On 12/04/12, City Council to extended the service agreement for construction management services with Swinerton until 06/30/13.

ENGINEERING SERVICES (TRANSTECH)	\$ 63,000	Transtech is providing engineering services and support services to the City both on a daily basis and on capital improvement projects.
PROJECT CONSULTANT (TIERRA WEST)	\$ 87,000	Tierra West is providing consultation and support services to Community Development on various projects.
WASHINGTON BLVD MAJOR IMPROVEMENT	\$ 32,000,000	Engineer and staff are currently working on various design aspects of the project, including utility notification & coordination, storm drainage improvements, traffic signal improvements, roadway geometry and overall design. On 01/15/13, City Council to approve program schedule.
RENOVATION OF THE CENTRAL LIBRARY	\$ 4,837,794	On October 8, 2012, the architect has submitted revised plans (to meet new building code requirements, effective 7/1/12) to the County for plan check approval. First Plan Check review has been completed and architect is working on revisions and will resubmit by first week in Dec. 2012. The PS&E are 90% completed. Final PS&E are scheduled for City Council consideration and approval in January 2013, for release and advertisement. Construction is scheduled to start in May 2013 with completion in January 2014.
EMERGENCY OPERATION CENTER CONSTRUCTION (EOC GRANT)	\$ 1,333,333	On 11/26/12, contractor began mobilization and excavation of EOC site. A groundbreaking ceremony was held on 12/20/12 at the site. The project has experienced some delays because of rain. 2/5/13 City Council to approve 1st Amendment to Construction Contract.
ENERGY EFFICIENT UPGRADES/LIGHTING RETROFIT	\$ 111,988	IMPROVEMENTS COMPLETED, CITY COUNCIL ACCEPTED WORK ON 7/17/12.

**\$ 38,579,942**

\* indicates projects with significant change/accomplishment since previous update.